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ABSTRACT

As a quarterly publication announcing the availability of vocational and technical education instructional materials assembled by the Center, the document is of particular interest to teachers, curriculum specialists, and educators directly related to classroom instruction. In a 200-word condensation of each report, the abstracts attempted to present the means used to develop the material, its purpose teacher competency, student requirements, and a description of supplementary materials, if available. Author, subject, and document number indexes provide entry to the abstracts. This issue continues the expanded announcement of career education materials in AIM, as career education provides a focal point in American educational curriculum revision. (AG)

VT-ERIC Microfiche Set
ED 075 685

ED 087948

VOLUME 6
NUMBER 3
1973

Introducing Greater Career Education Coverage
See Page V

ABSTRACTS of INSTRUCTIONAL MATERIALS in Vocational and Technical Education

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CE001 201

MISSION OF THE CENTER

The Center for Vocational and Technical Education is an independent unit on The Ohio State University campus. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach and interinstitutional in its program.

The Center's mission is to strengthen the capacity of state educational systems to provide effective occupational education programs consistent with the individual needs and manpower requirements by:

- Conducting research and development to fill voids in existing knowledge and to develop methods for applying knowledge.
- Programmatic focus on state leadership development, vocational teacher education, curriculum, vocational choice and adjustment.
- Stimulating and strengthening the capacity of other agencies and institutions to create durable solutions to significant problems.
- Providing a national information storage, retrieval and dissemination system for vocational and technical education through the affiliated ERIC Clearinghouse.

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ED 087948

ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

VOLUME 6 NUMBER 3
1973

The Center for Vocational and Technical Education
The Ohio State University
1960 Kenny Road, Columbus, Ohio 43210

PREFACE

Finding and using relevant information frequently is a major task for curriculum specialists, teachers, administrators, and students. The Center for Vocational and Technical Education is dedicated to making useful and vital information accessible so that educators may use it to improve school practice.

The Center quarterly assembles, under one cover, instructional materials relevant to the field of vocational-technical education. Abstracts of Instructional Materials in Vocational and Technical Education (AIM) is presented in the form of collections of abstracts of documents from all areas within this field.

AIM abstracts are designed especially for teacher or student classroom usage. The current information provided will also benefit educators directly related to classroom instruction and all who need access to contemporary instructional materials development.

We are indebted to our colleagues within the profession for providing us instructional materials as they become available. We also appreciate the contributions of instructional materials laboratories, local school systems and professional associations such as the Vocational Instructional Materials (VIM) section of the American Vocational Association. Members of the profession are continually encouraged to forward instructional materials for possible inclusion in future issues of AIM to the Acquisitions Specialist at The Center.

We hope that this publication will prove valuable to you in your particular educational endeavors.

Robert E. Taylor
Director
The Center for Vocational
and Technical Education

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SAMPLE RESUME

Accession Number -- identification number sequentially assigned to reports as they are processed.

VT 013 122 ED 052 327

If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Author(s)

Richards, F.L.

Outlines of Courses in Ornamental Horticulture.

Title.

EDRS Price - price of document through EDRS; MF - microfiche, HC - papercopy.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education.
Office of Education (DHEW), Washington, D.C. Div. of Adult, and Vocational Research.

Institutional source--the organization responsible for the report.

Sponsoring agency--appears here when different from Institutional source.

Report Number and Bureau Number would appear here.

EDRS PRICE MF-$0.65 HC-$3.29

Teacher-Educ-Ser-v12-n1

Publication date and total number of printed pages.

Department of Agricultural Education, Pennsylvania State University, University Park, Pennsylvania 16802 ($1.00).

Grant Number, Contract Number, and Program Area Number would appear here.

Pub Date - 71 56p.

Available source(s) if known at time of printing. Cost is included.

Identifier, if any -- acronyms, geographical areas, organizations, tests (e.g. Binet), etc. Only major identifiers preceded by an asterisk are in the index.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS; *POST SECONDARY EDUCATION; LANDSCAPING; NURSERIES (HORTICULTURE); TURF MANAGEMENT; *TECHNICAL EDUCATION

Descriptors--subject terms assigned to characterize substantive contents. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstract -- a condensation of the report. When applicable, it includes the purpose, means of development, teacher competency, student requirements, and description of supplementary materials if available.

ABSTRACT - Intended to suggest subject matter content of courses or programs in ornamental horticulture for high school and postsecondary vocational-technical programs, this curriculum guide was prepared by staff members of the Agricultural Education Department at the Pennsylvania State University, and tested in a workshop with vocational agriculture teachers. Contents are: (1) Outlines of Courses in Ornamental Horticulture, (2) Ornamental Horticulture Programs for Grades 10, 11, and 12, (3) Nursery Production . . . The content is presented in outline form under each topic, and is applicable to the United States and lower Canada. (GB)

Abstractor's initials.

HOW TO USE AIM

This volume of AIM (Abstracts of Instructional Materials in Vocational and Technical Education) has two major sections: resumes containing abstracts, and indexes.

Each abstract presents information about a document's content to help you to decide if you want to read the full text of the document. The abstract is part of the resume which provides information about the document, its source and availability. Abstracts are arranged in ascending VT-number order. A sample resume, preceding this Introduction, is explained in detail.

The indexes help you to locate the abstracts by page numbers and VT numbers. These indexes are: Subject Index, Author Index and Conversion of Document Number Index. Index terms used in the subject index are ERIC descriptors. Each document has been assigned several of these descriptors; therefore, each document title appears in the subject index several times.

The full texts of documents are available from the original sources or from the ERIC Document Reproduction Service (EDRS) as microfiche or Xerox reproductions. Ordering information for AIM and EDRS reproductions is provided in a following section.

NEW CAREER EDUCATION EMPHASIS

Recent emphasis on career education as a major focus in reforming and redirecting the American educational structure has produced a flurry of activity in conceptualizing and developing effective programs. This activity is evidenced by the four major career education models and numerous state and local efforts. This issue continues expanded announcement of career education materials in AIM. Intensified acquisition efforts in this area have identified career education instructional materials which should be of great value to educators developing and upgrading their programs. Many of these documents are listed under "career education" in the subject index.

ABSTRACTS

VT 014 646 ED(SE(JUN '73 RIE)
ADMINISTERING THE LABOR AGREEMENT. MANAGER DEVELOPMENT SERIES.

DEPARTMENT OF TH ARMY, WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
CPP-+5-M-3
PUB DATE - 10AUG71 47P.

DESCRIPTORS - *LABOR UNIONS; *LABOR LAWS; *GUIDES; *MANAGEMENT EDUCATION; TRADE AND INDUSTRIAL EDUCATION; ADMINISTRATOR ROLE; *INSTRUCTIONAL MATERIALS; ACTIVITY UNITS; CASE STUDIES; CURRICULUM GUIDES; COURSE ORGANIZATION; SUPERVISORY TRAINING

ABSTRACT - PREPARED UNDER THE DIRECTION OF HEADQUARTERS, DEPARTMENT OF THE ARMY, WITH THE AID OF SUBJECT MATTER SPECIALISTS AND TECHNICIANS, THIS GUIDE WAS DESIGNED TO FACILITATE THE PREPARATION FOR THE PRESENTATION OF A COURSE IN ADMINISTERING LOCAL LABOR AGREEMENTS. THE FIVE SESSIONS, INTENDED FOR FIRST-LINE SUPERVISORS INVOLVED IN DAY-TO-DAY ADMINISTRATION OF LABOR AGREEMENTS, INCLUDE: (1) EXPECTATIONS OF ARMY MANAGEMENT, (2) UNDERSTANDING THE CONTRACT, (3) ROLE OF MANAGEMENT, (4) ROLE OF THE UNION, AND (5) EVALUATING EXPERIENCE WITH THE CONTRACT. EACH SESSION IS DISCUSSED IN ACTIVITY SHEETS WHICH CONTAIN: (1) THE SUBJECT MATTER TOPIC, (2) OBJECTIVES FOR THE SESSION, (3) STAFF, (4) ADVANCE PREPARATION BY PARTICIPANTS AND STAFF, (5) OUTLINE OF THE SESSION ACTIVITIES, AND (6) ASSIGNMENTS FOR THE NEXT SESSION. LEARNING ACTIVITIES INCLUDE LECTURES, CONFERENCES AND WORK GROUPS, CASE DISCUSSIONS, ROLE PLAYING, READING, FILMS, AND VISUAL AIDS. (GEB)

VT 016 647 ED 065 847
ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM), VOLUME 5, NUMBER 4.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58
THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION, THE OHIO STATE UNIVERSITY, 1900 KENNY ROAD, COLUMBUS, OHIO 43210 (QUARTERLY-ONE YEAR $11.00, TWO YEARS $18.00)
PUB DATE - 72 174P.

DESCRIPTORS - *ABSTRACTS; AGRICULTURAL EDUCATION; BUSINESS EDUCATION; CAREER EDUCATION; CLEARINGHOUSES; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; *INDEXES (LOCATERS); INDUSTRIAL ARTS; *INSTRUCTIONAL MATERIALS; *TECHNICAL EDUCATION; TRADE AND INDUSTRIAL EDUCATION; *VOCATIONAL EDUCATION

ABSTRACT - THIS QUARTERLY PUBLICATION ANNOUNCES THE AVAILABILITY OF INSTRUCTIONAL MATERIALS ACQUIRED AND PROCESSED BY THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) CLEARINGHOUSE ON VOCATIONAL AND TECHNICAL EDUCATION. IT SHOULD BE OF PARTICULAR INTEREST TO TEACHERS, CURRICULUM SPECIALISTS, SUPERVISORS, AND ADMINISTRATORS INVOLVED IN CURRICULUM DEVELOPMENT OR THE USE OF INSTRUCTIONAL MATERIALS IN THE TEACHING-LEARNING SETTING. EACH ABSTRACT, A CONDENSATION OF THE REPORT IN ABOUT 200 WORDS, USUALLY INCLUDES THE MEANS USED TO DEVELOP THE MATERIAL, THE SETTING FOR USE OF THE MATERIAL, AND SOURCE OF AVAILABLE COPIES. AUTHOR, SUBJECT, AND DOCUMENT NUMBER INDEXES PROVIDE ENTRY TO THE ABSTRACTS. MOST OF THE DOCUMENTS WHICH HAVE NOT BEEN ANNOUNCED IN "RESEARCH IN EDUCATION" ARE AVAILABLE AS A SEPARATE MICROFICHE SET FROM THE ERIC DOCUMENT REPRODUCTION SERVICE (VT016 648). OTHERS ARE AVAILABLE FROM THE SOURCE IDENTIFIED IN THE ABSTRACT. (CD)

VT 016 746
A LAYMAN'S GUIDE TO BASIC LAW UNDER THE NATIONAL LABOR RELATIONS ACT.

NATIONAL LABOR RELATIONS BOARD, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N 3100-0095, $.35)
PUB DATE - 71 70P. 1971 REVISION

DESCRIPTORS - *PAMPHLETS; GOVERNMENT (ADMINISTRATIVE BODY); LAYMEN; *LABOR LAWS; *FEDERAL LAWS; *INDUSTRIAL RELATIONS; EMPLOYER EMPLOYEE RELATIONSHIP; *ADULT BASIC EDUCATION; COLLECTIVE BARGAINING; RESOURCE MATERIALS; LABOR STANDARDS
IDENTIFIERS - EDUCATIONAL AWARENESS; LABOR FORCE PARTICIPATION; *NATIONAL LABOR RELATIONS ACT

ABSTRACT - PREPARED IN THE OFFICE OF THE GENERAL COUNSEL, NATIONAL LABOR RELATIONS BOARD, THIS IS A REVISED EDITION OF A PAMPHLET ORIGINALLY ISSUED IN 1962. PROVIDING A BASIC FRAMEWORK FOR A BETTER UNDERSTANDING OF THE NATIONAL LABOR RELATIONS ACT AND ITS ADMINISTRATION FOR THE LAYMAN, THIS BOOKLET SETS FORTH THE RIGHTS OF EMPLOYEES, THE OBLIGATIONS OF COLLECTIVE BARGAINING AND REPRESENTATION OF EMPLOYEES, UNFAIR LABOR PRACTICES OF EMPLOYERS AND LABOR ORGANIZATIONS, AND THE AUTHORITY FOR ENFORCING THE ACT BY THE NATIONAL LABOR RELATIONS BOARD. A SPECIAL CHART IS INCLUDED THAT ARRANGES SYSTEMATICALLY THE TYPES OF CASES IN WHICH AN EMPLOYER OR A LABOR ORGANIZATION MAY BE INVOLVED UNDER THE ACT. A REGIONAL DIRECTORY WITH A MAP IS PROVIDED FOR THE NATIONAL LABOR RELATIONS BOARD. AN OUTLINE OF MAJOR POINTS IN BOLDFACE TYPE ACCOMPANIES THE READING MATERIALS. (AG)

VT 016 806
COURSE OUTLINE FOR INDUSTRIAL ELECTRICITY.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - OCT71 17P.

DESCRIPTORS - SECONDARY GRADES; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; TIME BLOCKS; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; MANUFACTURING; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICITY; *INDUSTRIAL TECHNOLOGY; INDUSTRIAL ARTS; *COURSE DESCRIPTIONS
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS SUGGESTED OUTLINE FOR A 2-YEAR, 1080-HOUR COURSE IN INDUSTRIAL ELECTRICITY AT THE HIGH SCHOOL LEVEL, MEETING THREE HOURS PER DAY, FIVE DAYS PER WEEK, ALLOTS 30 TO 40 PERCENT OF THE TIME TO MATHEMATICS, THEORY, AND RELATED SUBJECTS, AND THE REMAINDER TO PRACTICAL APPLICATIONS. DESIGNED FOR TWO GROUPS OF STUDENTS PER DAY, THE INSTRUCTIONAL MATERIALS INCLUDE THREE BEHAVIORAL OBJECTIVES, A BRIEF OUTLINE OF 16 BLOCKS OF INSTRUCTION, AND A SHORT COURSE DESCRIPTION. A LIST OF RESOURCE MATERIALS AND A BIBLIOGRAPHY ARE INCLUDED. (AG)

VT 016 983
WOOD, MERLE W.
DATA PROCESSING IN MARKETING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING. TEXT AND TEACHER'S MANUAL.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07526
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 164P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; TEXTBOOKS; WORKBOOKS; *TEACHING GUIDES; DISTRIBUTIVE EDUCATION; *MARKETING; *DATA PROCESSING; SECONDARY GRADES; POST SECONDARY EDUCATION; COMMUNICATIONS; BIBLIOGRAPHIES; *BEHAVIORAL OBJECTIVES; *STUDENT PROJECTS; INDEPENDENT STUDY
IDENTIFIERS - CAREER AWARENESS; *EMPLOYMENT SKILLS

ABSTRACT - THIS TEXT-WORKBOOK IS FROM THE OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 11-14. IT WAS DESIGNED AS A NONTECHNICAL TREATMENT OF BASIC DATA PROCESSING PROCEDURES AS THEY RELATE SPECIFICALLY TO MARKETING OPERATIONS. BEHAVIORAL GOALS STATED AT THE BEGINNING OF EACH CHAPTER TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER COMPLETING THE CHAPTER AND ITS ACCOMPANYING ACTIVITIES AND PROJECT. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS WITH A KEY, AND A BIBLIOGRAPHY. (RR)

VT 016 985
BIKKIE, JAMES A.
CAREERS IN MARKETING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING. TEXT AND TEACHER'S MANUAL.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07518
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 177P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST-SECONDARY EDUCATION; *TEACHING GUIDES; TEXTBOOKS; WORKBOOKS; *INSTRUCTIONAL MATERIALS; *DISTRIBUTIVE EDUCATION; *MARKETING; *SIMULATION; ROLE PLAYING; STUDENT PROJECTS; INDEPENDENT STUDY; BIBLIOGRAPHIES; *BEHAVIORAL OBJECTIVES
IDENTIFIERS - CAREER AWARENESS; *EMPLOYMENT SKILLS

ABSTRACT - THIS TEXT-WORKBOOK IS FROM THE "OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING" SERIES, BUT CAN BE USED INDEPENDENTLY WITH GRADES 10-14. ITS PURPOSE IS TO DEVELOP EACH STUDENT'S UNDERSTANDING OF HIMSELF, TO IDENTIFY THE REQUIREMENTS AND VARIED JOB OPPORTUNITIES IN THE MARKETING OCCUPATIONS, AND TO PREPARE PEOPLE FOR INITIAL JOBS LEADING TO CAREER-LEVEL EMPLOYMENT. BEHAVIORAL GOALS STATED AT THE BEGINNING OF EACH CHAPTER TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER HE COMPLETES THE CHAPTER, ITS ACCOMPANYING ACTIVITIES, AND THE SIMULATED OCCUPATIONAL EXPERIENCE PROJECT. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF CHAPTER ACTIVITIES, A READY-TO-DUPLICATE ACHIEVMENT TEST AND A KEY, AND A BIBLIOGRAPHY. (PM)

VT 016 986
ELY, VIVIEN KING
ORGANIZATION FOR MARKETING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING. TEXT AND TEACHER'S MANUAL.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07519
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 142P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 11; GRADE 12; POST-SECONDARY EDUCATION; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; TEXTBOOKS; WORKBOOKS; *MARKETING; DISTRIBUTIVE EDUCATION; *SIMULATION; ROLE PLAYING; PROJECTS; *STUDENT PROJECTS; FIELD EXPERIENCE PROGRAMS; INDEPENDENT STUDY; BIBLIOGRAPHIES; *BEHAVIORAL OBJECTIVES
IDENTIFIERS - CAREER AWARENESS; *BEGINNING COMPETENCE

ABSTRACT - THIS TEXT-WORKBOOK IS FROM THE "OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING" SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 11-14. ITS PURPOSE IS TO PROVIDE THE STUDENT WITH AN UNDERSTANDING OF THE PRINCIPLES AND PRACTICES OF BUSINESS ORGANIZATIONS. BEHAVIORAL GOALS STATED AT THE BEGINNING OF EACH CHAPTER TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER HE COMPLETES THE CHAPTER, ITS ACCOMPANYING ACTIVITIES, AND THE SIMULATED OCCUPATIONAL EXPERIENCES PROJECT. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS WITH A KEY, AND A BIBLIOGRAPHY. (RR)

VT 017 012
BRAUDE, MICHAEL
CHAD LEARNS ABOUT NAVAL AVIATION.

DOCUMENT NOT AVAILABLE FROM EDRS.
5110-07760
T.S. DENISON & CO., INC., 5100 W. 82 ST., MINNEAPOLIS, MN 55431
PUB DATE - 68 30P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; LANGUAGE

ARTS; SOCIAL SCIENCES; ELEMENTARY GRADES; STORY READING; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES; TRANSPORTATION; *AIRCRAFT PILOTS; *AVIATION TECHNOLOGY; PROFESSIONAL TRAINING; AVIATION VOCABULARY; *READING MATERIALS
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS READING BOOK IS WRITTEN FOR STUDENTS IN GRADE 4 THROUGH 6 WITH THE INTENTION OF EXERCISING THEIR READING SKILLS WHILE INTRODUCING THEM TO CAREERS IN NAVAL AVIATION. IT PRESENTS CAREER INFORMATION IN A STORYTELLING MANNER STRESSING CAREER AWARENESS, ATTITUDES AND APPRECIATIONS. THE BOOK CAN BE USED IN CONJUNCTION WITH INDEPENDENT STUDY AND GROUP OR PANEL DISCUSSIONS. (PM)

VT 017 013
BRAUDE, MICHAEL
KAY VISITS THE AIR FORCE ACADEMY.

DOCUMENT NOT AVAILABLE FROM EDRS.
5110-07754
T.S. DENISON & CO., INC., 5100 W. 82 ST., MINNEAPOLIS, MN 55431
PUB DATE - 68 31P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; LANGUAGE ARTS; SOCIAL SCIENCES; ELEMENTARY GRADES; *MILITARY SCHOOLS; STORY READING; *CAREER OPPORTUNITIES; *READING MATERIALS; OCCUPATIONAL INFORMATION; *EDUCATIONAL OPPORTUNITIES; *AIRCRAFT PILOTS
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS READING BOOK IS WRITTEN FOR STUDENTS GRADES 4-6 WITH THE INTENTION OF EXERCISING THEIR READING SKILLS WHILE, INTRODUCING THEM TO CAREERS IN THE AIR FORCE. IT PRESENTS CAREER INFORMATION IN A STORYTELLING MANNER EMPHASIZING CAREER AWARENESS, ATTITUDES AND APPRECIATIONS. THIS STORYBOOK MAY BE USED IN CONJUNCTION WITH INDEPENDENT STUDY AND GROUP OR PANEL DISCUSSIONS. (PM)

VT 017 015
BRAUDE, MICHAEL
RONALD LEARNS ABOUT COLLEGE TEACHING.

DOCUMENT NOT AVAILABLE FROM EDRS.
5110-07759
T.S. DENISON & CO., INC., 5100 W. 82 ST., MINNEAPOLIS, MN 55431
PUB DATE - 68 31P. PMM COLLECTION

DESCRIPTORS - LANGUAGE ARTS; CAREER EDUCATION; ELEMENTARY GRADES; STORY READING; *COLLEGE TEACHERS; *READING MATERIALS; COLLEGE FACULTY; *CAREER OPPORTUNITIES; *TEACHING PROFESSION; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS STORYBOOK IS WRITTEN FOR STUDENTS GRADES 4-6 WITH THE INTENTION OF EXERCISING THEIR READING SKILLS WHILE INTRODUCING THEM TO A CAREER IN COLLEGE TEACHING. IT PRESENTS CAREER INFORMATION IN A STORYTELLING FASHION STRESSING ATTITUDES AND APPRECIATIONS AND AN AWARENESS OF EDUCATION AND CAREER. IT MAY ALSO BE USED IN CONJUNCTION WITH INDEPENDENT STUDY AND GROUP OR PANEL DISCUSSIONS. (PM)

VT 017 016
BRAUDE, MICHAEL
BRUCE LEARNS ABOUT LIFE INSURANCE.

DOCUMENT NOT AVAILABLE FROM EDRS.
5110-07762
T.S. DENISON & CO., INC., 5100 W. 82 ST., MINNEAPOLIS, MN 55431
PUB DATE - 67 30P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *CAREER OPPORTUNITIES; LANGUAGE ARTS; ELEMENTARY GRADES; BUSINESS; *BUSINESS RESPONSIBILITY; INSURANCE COMPANIES; INSURANCE PROGRAMS; *INSURANCE OCCUPATIONS; INDUSTRY; *READING MATERIALS; *OCCUPATIONAL INFORMATION; STORY READING
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS READING BOOK IS WRITTEN FOR STUDENTS GRADE 4 THROUGH 6 WITH THE INTENTION OF EXERCISING THEIR READING SKILLS WHILE, INTRODUCING THEM TO A CAREER AS AN INSURANCE SALESMAN. IT PRESENTS CAREER INFORMATION IN A STORYTELLING MANNER STRESSING CAREER AWARENESS. THIS STORYBOOK MAY ALSO BE USED IN CONJUNCTION WITH INDEPENDENT STUDY AND GROUP OR PANEL DISCUSSIONS. (PM)

VT 017 018
BRAUDE, MICHAEL
RICHARD LEARNS ABOUT RAILROADING.

DOCUMENT NOT AVAILABLE FROM EDRS.
5110-07758
T.S. DENISON & CO., INC., 5100 W. 82 ST., MINNEAPOLIS, MN 55431
PUB DATE - 69 31P. PMM COLLECTION

DESCRIPTORS - *READING MATERIALS; ELEMENTARY GRADES; *OCCUPATIONAL INFORMATION; CAREER EDUCATION; LANGUAGE ARTS; STORY READING; *INDUSTRY; TRANSPORTATION; *RAIL TRANSPORTATION; *CAREER OPPORTUNITIES
IDENTIFIERS - EDUCATION AWARENESS; CAREER AWARENESS

ABSTRACT - THIS READING BOOK IS WRITTEN FOR STUDENTS IN GRADES 4-6 WITH THE INTENTION OF EXERCISING THEIR READING SKILLS WHILE INTRODUCING THEM TO CAREERS IN RAILROADING. IT PRESENTS CAREER INFORMATION IN A STORYTELLING MANNER STRESSING AN AWARENESS OF EDUCATION AND A CAREER. THE BOOK CAN BE USED IN CONJUNCTION WITH INDEPENDENT STUDY AND GROUP OR PANEL DISCUSSIONS. (PM)

VT 017 019
BRAUDE, MICHAEL
JEFF LEARNS ABOUT THE F.B.I.

DOCUMENT NOT AVAILABLE FROM EDRS.
5110-07761
T.S. DENISON & CO., INC., 5100 W. 82 ST., MINNEAPOLIS, MN 55431
PUB DATE - 68 30P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *CAREER OPPORTUNITIES; LANGUAGE ARTS; STORY READING; ELEMENTARY GRADES; *GOVERNMENT EMPLOYEES;

*FEDERAL GOVERNMENT; *READING MATERIALS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS; FBI; *FEDERAL BUREAU OF INVESTIGATION

ABSTRACT - THIS SUPPLEMENTARY READING BOOK IS WRITTEN FOR STUDENTS GRADES 4 THROUGH 6 WITH THE INTENTION OF EXERCISING THEIR READING SKILLS WHILE, INTRODUCING THEM TO A CAREER IN THE F.B.I. IT PRESENTS THE CAREER INFORMATION IN A STORY TELLING MANNER AND STRESSES ATTITUDES, APPRECIATIONS, CAREER AND EDUCATIONAL AWARENESS. THIS READING MATERIAL CAN BE USED IN CONJUNCTION WITH INDEPENDENT STUDY AND GROUP OR PANEL DISCUSSIONS. (PM)

VT 017 021
BRAUDE, MICHAEL
PETER ENTERS THE JET AGE.

DOCUMENT NOT AVAILABLE FROM EDRS.
5110-07755
T.S. DENISON & CO., INC., 5100 W. 82 ST., MINNEAPOLIS, MN 55431
PUB DATE - 67 30P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *CAREER OPPORTUNITIES; LANGUAGE ARTS; *OCCUPATIONAL INFORMATION; ELEMENTARY GRADES; STORY READING; *READING MATERIALS; TRANSPORTATION; *AIRCRAFT PILOTS; AEROSPACE TECHNOLOGY; *AVIATION TECHNOLOGY; PROFESSIONAL TRAINING; AEROSPACE INDUSTRY
IDENTIFIERS - SELF AWARENESS; EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS READING BOOK IS WRITTEN FOR STUDENTS GRADE 4-6 WITH THE INTENTION OF EXERCISING THEIR READING SKILLS WHILE INTRODUCING THEM TO CAREERS IN THE AIRLINE INDUSTRY. IT PRESENTS CAREER INFORMATION IN A STORYTELLING MANNER STRESSING AN AWARENESS OF EDUCATION, A CAREER, AND ONE'S SELF. IT MAY BE USED IN CONJUNCTION WITH INDEPENDENT STUDY AND GROUP OR PANEL DISCUSSIONS. (PM)

VT 017 024
DORR, EUGENE, AND OTHERS
BUYING AND PRICING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07522
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 134P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *TEACHING GUIDES; TEXTBOOKS; *WORKBOOKS; DISTRIBUTIVE EDUCATION; *MARKETING; SECONDARY GRADES; POST SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS; SIMULATION; ROLE PLAYING; *MERCHANDISING; STUDENT PROJECTS; FIELD EXPERIENCE PROGRAMS; INDEPENDENT STUDY; *BEHAVIORAL OBJECTIVES
IDENTIFIERS - *BEGINNING COMPETENCE

ABSTRACT - THIS TEXT-WORKBOOK IS DESIGNED TO: (1) TEACH THE BASIC MARKETING CONCEPTS NECESSARY FOR CAREER-LEVEL JOBS IN BUYING, (2) TEACH THE MERCHANDISING PRACTICES THAT BUYERS USE IN SUCCESSFULLY CARRYING OUT THEIR ROLE WITHIN THE DISTRIBUTION SYSTEM, AND (3) HELP STUDENTS DEVELOP THE SPECIAL SKILLS AND COMPETENCIES REQUIRED IN THIS OCCUPATIONAL AREA. BEHAVIORAL GOALS, STATED AT THE BEGINNING OF EACH CHAPTER, TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER COMPLETING THE CHAPTER, ITS ACCOMPANYING ACTIVITIES, AND THE SIMULATED OCCUPATIONAL EXPERIENCE PROJECT, WHICH HAS BEEN DESIGNED SO THAT THE STUDENT DOES NOT NEED TO VISIT BUSINESSES. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS WITH A KEY, AND A BIBLIOGRAPHY. (PM)

VT 017 025
ERTEL, KENNETH A.
WHOLESALING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07521
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 70 152P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *TEACHING GUIDES; *SALESMANSHIP; *SALES OCCUPATIONS; MERCHANDISING; MARKETING; *DISTRIBUTIVE EDUCATION; RETAILING; BEHAVIORAL OBJECTIVES; WHOLESALING; ROLE PLAYING; *WORKBOOKS
IDENTIFIERS - *CAREER AWARENESS; EMPLOYABILITY SKILLS; BEGINNING COMPETENCE; DECISIONS

ABSTRACT - THIS TEACHERS MANUAL AND ACCOMPANYING STUDENT MANUAL IS DESIGNED TO PROVIDE STUDENTS IN GRADES 11-14 WITH THE KNOWLEDGE TO MOVE FROM BEING AN AVERAGE SALESPERSON TO AN EXCELLENT SALESPERSON. BEHAVIORAL GOALS ARE STATED AT THE BEGINNING OF EACH CHAPTER, SPECIFYING PARTICULAR COMPETENCIES EXPECTED OF THE STUDENT AFTER COMPLETING THE CHAPTER. TOPICS COVERED INCLUDE: (1) THE SELLING ENVIRONMENT, (2) TYPES OF SELLING, (3) NEGOTIATING AND PROBLEM SOLVING IN RETAIL SELLING, (4) INDUSTRIAL AND WHOLESALE SELLING, (5) SPECIAL LOCATION SELLING, (6) PROSPECTING TECHNIQUES, (7) SELF-MANAGEMENT, (8) ITINERARIES, (9) RECORD KEEPING, AND (10) PERFORMANCE ANALYZING AND PERFORMANCE IMPROVING TECHNIQUES. THE STUDENT MANUAL USES SELF-INSTRUCTION TECHNIQUES, CASES, ROLE-PLAYING, PROBLEM SOLVING, GROUP DISCUSSION, AND DEMONSTRATIONS AS VEHICLES FOR LEARNING. THE TEACHERS MANUAL AND KEY CONTAINS SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, AND A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS. THE STUDENT MANUAL IS A SELF-CONTAINED UNIT OF INSTRUCTION, AND IT MAY BE USED ALONE OR INCLUDED IN A 20-30 HOUR SEGMENT OF A BROADER COURSE IN MARKETING OR RETAILING. (PM)

VT 017 026
ROWE, KENNETH L.;JIMERSON, HALLIE C.
COMMUNICATIONS IN MARKETING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07529
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 145P. PMM COLLECTION

DESCRIPTORS - *MARKETING; *COMMUNICATION SKILLS; BUSINESS SKILLS; *TEACHING GUIDES; *WORKBOOKS; SPEECH SKILLS; WRITING SKILLS; READING SKILLS; LISTENING SKILLS; INTERPERSONAL COMPETENCE; BEHAVIORAL OBJECTIVES; INSTRUCTIONAL MATERIALS; WORKSHEETS; SECONDARY GRADES; POSTSECONDARY EDUCATION; *DISTRIBUTIVE EDUCATION; BUSINESS EDUCATION; CAREER EDUCATION
IDENTIFIERS - *SELF AWARENESS; CAREER AWARENESS

ABSTRACT - THIS TEXT-WORKBOOK IS A SELF CONTAINED UNIT OF INSTRUCTION DESIGNED FOR DISTRIBUTIVE EDUCATION STUDENTS AT THE SECONDARY OR POST-SECONDARY LEVEL. THE MANUAL FOCUSES ON COMMUNICATION SKILLS NECESSARY FOR MARKETING AND UTILIZES A BEHAVIORAL APPROACH. BEHAVIORAL GOALS SUCH AS KNOWING THE IMPORTANCE OF LISTENING, INFORMAL SPEAKING, OR BUSINESS WRITING ARE SUPPORTED BY STUDENT ORIENTED CHAPTER PROJECTS. THE MANUAL IS DESIGNED TO PREPARE STUDENTS FOR SALES OR SALES-SUPPORTING JOBS. THE ACCOMPANYING TEACHERS MANUAL CONTAINS SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, AND A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS. (PM)

VT 017 030
MCKIBBEN, GALEN
LOOKING FORWARD TO A CAREER: BUILDING TRADES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08097
DILLON PRESS, 106 WASHINGTON AVE. N., MINNEAPOLIS, MN 55401
PUB DATE - 70 93P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY TEXTBOOKS; ELEMENTARY GRADES; SECONDARY GRADES; GUIDANCE; INDUSTRY; CONSTRUCTION (PROCESS); VOCATIONAL EDUCATION; TECHNICAL OCCUPATIONS; *CONSTRUCTION INDUSTRY; *BUILDING TRADES; TRADE AND INDUSTRIAL EDUCATION; SKILLED OCCUPATIONS; SEMISKILLED OCCUPATIONS; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - PART OF A SERIES, THIS BOOK WAS WRITTEN FOR STUDENTS IN GRADES 5-9 AND PROVIDES A DESCRIPTION OF 45 SEPARATE BUILDING TRADES. TRADES COVERED INCLUDE: (1) THOSE CONCERNED WITH FOUNDATION BUILDING AND EARTH MOVING OPERATIONS, (2) CARPENTRY AND BRICKWORK, (3) THOSE WHO COMPLETE BUILDING INTERIORS, SUCH AS ELECTRICIANS AND PLUMBERS, AND (4) THOSE WHO PUT THE FINAL TOUCHES ON A BUILDING, SUCH AS PLASTERERS, PAINTERS, AND CARPENTERS. THROUGHOUT THE BOOK, THE ROLE OF THE UNIONS IN PROVIDING THE NECESSARY EDUCATION AND EXPERIENCE FOR THE BUILDING TRADES IS STRESSED. (PM)

VT 017 032
GRACZA, MARGARET
LOOKING FORWARD TO A CAREER: ART.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08091
DILLON PRESS, 106 WASHINGTON AVE. N., MINNEAPOLIS, MN 55401
PUB DATE - 71 90P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY TEXTBOOKS; INTERMEDIATE GRADES; SECONDARY GRADES; *CAREER OPPORTUNITIES; HUMANITIES; *ART; ART EDUCATION; *COMMERCIAL ART; DESIGN; CREATIVE ART. *FINE ARTS; SKILLED WORKERS; DESIGN CRAFTS; OCCUPATIONAL CHOICE; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - PART OF THE "LOOKING FORWARD TO A CAREER" SERIES, THIS BOOK WAS WRITTEN BY A FORMER ART TEACHER AND MUSEUM GUIDE. THE CONTENT AND STYLE OF THE BOOK MAKE IT APPROPRIATE FOR STUDENTS IN GRADES 5-9. SHORT ILLUSTRATIVE STORIES DESCRIBE MORE THAN THIRTY CAREERS IN ART RANGING FROM COMMERCIAL ART, DESIGN, PAINTING, WEAVING, PRINT MAKING, GLASS-BLOWING, AND SCULPTING TO TEACHING ART IN SCHOOLS AND MUSEUMS. BLACK AND WHITE COLOR PHOTOGRAPHS ACCOMPANY THE TEXT. (PM)

VT 017 033
SIEGEL, MARGOT
LOOKING FORWARD TO A CAREER: FASHION.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08099
DILLON PRESS, 106 WASHINGTON AVE. N., MINNEAPOLIS, MN 55401
PUB DATE - 70 95P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY TEXTBOOKS; INTERMEDIATE GRADES; SECONDARY GRADES; OCCUPATIONAL GUIDANCE; HUMANITIES; HUMAN SERVICES; ART; *CAREER OPPORTUNITIES; COMMERCIAL ART; MERCHANDISING; VOCATIONAL EDUCATION; DISTRIBUTIVE EDUCATION; *CLOTHING; *CLOTHING DESIGN; HOME ECONOMICS EDUCATION; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - PART OF THE LOOKING FORWARD TO A CAREER SERIES, THIS BOOK WAS WRITTEN BY A FASHION CONSULTANT-JOURNALIST TO INTRODUCE STUDENTS IN GRADES 5-9 TO THE VARIOUS CAREERS IN FASHION. THE AUTHOR DISCUSSES THE CAREERS OF FASHION WRITER, FASHION DESIGNER, CLOTHING RETAILER AND MANUFACTURER AND SEVERAL RELATED CAREERS IN JOURNALISM AND THE BEAUTY BUSINESS. CAREER DESCRIPTIONS INCLUDE PERSONAL ACCOUNTS AND ARE ILLUSTRATED WITH BLACK AND WHITE PHOTOS. A FINAL SECTION TITLED QUIZ YOURSELF IS DESIGNED TO HELP THE STUDENT EVALUATE FOR HIMSELF WHETHER A FASHION CAREER COULD BE DESIRABLE FOR HIM AND WHAT AREAS OF FASHION WOULD BE MOST SUITABLE. SEVERAL RELATED BOOKS ABOUT THE FASHION WORLD, WRITTEN FOR STUDENTS IN GRADES 5-9 ARE LISTED. (PM)

VT 017 034
SWANSON, HAROLD B.
LOOKING FORWARD TO A CAREER: AGRICULTURE.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08090
DILLON PRESS, 106 WASHINGTON AVE. N., MINNEAPOLIS, MN 55401
PUB DATE - 71 118P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION;

*SUPPLEMENTARY TEXTBOOKS; INTERMEDIATE GRADES; SECONDARY GRADES; NATURAL RESOURCES; *AGRIBUSINESS; *AGRICULTURAL OCCUPATIONS; AGRICULTURE; TECHNICAL OCCUPATIONS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - PART OF THE "LOOKING FORWARD TO A CAREER" SERIES, THIS BOOK WAS WRITTEN BY THE HEAD OF THE DEPARTMENT OF INFORMATION AND AGRICULTURAL JOURNALISM AT THE UNIVERSITY OF MINNESOTA, FOR YOUNG PEOPLE IN GRADES 5-9. IT DESCRIBES THE BROAD FIELD OF FOOD AND FIBER CULTIVATION, PROCESSING, AND DISTRIBUTION. CHAPTERS INCLUDE FARMING AND RANCHING, RESEARCH OPPORTUNITIES, CAREERS IN BUSINESS AND GOVERNMENT, CAREERS ABROAD AND RELATED JOB OPPORTUNITIES. BLACK AND WHITE PHOTOGRAPHS ILLUSTRATE THE TEXT. (PM)

VT 017 035
FRASER, ARVONNE
LOOKING FORWARD TO A CAREER: GOVERNMENT.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08096
DILLON PRESS, 106 WASHINGTON AVE. N., MINNEAPOLIS, MN 55401
PUB DATE - 70 131P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; INTERMEDIATE GRADES; SECONDARY GRADES; SERVICES; OCCUPATIONAL CHOICE; JOB SKILLS; *GOVERNMENT EMPLOYEES; EMPLOYEES; *WORK ATTITUDES; MILITARY PERSONNEL; MILITARY SERVICE; *FEDERAL GOVERNMENT; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - WRITTEN BY THE WIFE OF A MINNESOTA CONGRESSMAN, THIS BOOK IS PART OF THE "LOOKING FORWARD TO A CAREER" SERIES THAT IS AIMED AT YOUNG PEOPLE IN GRADES 5-9. THE AUTHOR PRESENTS A GENERAL INTRODUCTION TO NECESSARY JOB SKILLS AND ATTITUDES IN THE WIDE VARIETY OF CAREERS AVAILABLE IN GOVERNMENT. SHE EMPHASIZES THAT ONLY 10 PERCENT OF ALL GOVERNMENT WORKERS LIVE AND WORK IN WASHINGTON, D.C. GENERAL DESCRIPTIONS OF CAREERS IN EDUCATION, LAW, WRITING AND ADMINISTRATION IN GOVERNMENT ARE GIVEN ALONG WITH SECTIONS TITLED "WORKING OUTDOORS," "WORKING OVERSEAS," "WORKING ON CAPITOL HILL," AND "A MILITARY CAREER." JOB POSSIBILITIES IN STATE AND LOCAL GOVERNMENT ARE ALSO NOTED. A FINAL SECTION TITLED "GETTING HIRED, APPOINTED OR ELECTED" INFORMS YOUNG PEOPLE HOW THEY CAN BEGIN TO PREPARE FOR THE VARIETY OF CAREERS IN GOVERNMENT. (PM)

VT 017 036
NELSON, JO
LOOKING FORWARD TO A CAREER: HOME ECONOMICS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08093
DILLON PRESS, 106 WASHINGTON AVE. N., MINNEAPOLIS, MN 55401
PUB DATE - 70 109P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; INTERMEDIATE GRADES; SECONDARY GRADES; *HUMAN SERVICES; *HOME ECONOMICS EDUCATION; *HOME ECONOMICS SKILLS; *OCCUPATIONAL HOME ECONOMICS; VOCATIONAL EDUCATION; OCCUPATIONAL CHOICE; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - PART OF THE LOOKING FORWARD TO A CAREER SERIES, THIS BOOK WAS WRITTEN BY A PROFESSOR AGRICULTURE AND HOME ECONOMICS AT THE UNIVERSITY OF MINNESOTA TO FAMILIARIZE YOUNG PEOPLE IN GRADES 5-9 WITH THE WIDE VARIETY OF CAREERS IN HOME ECONOMICS. WHILE THE AUTHOR EMPHASIZES THAT HOME ECONOMICS CAREERS ARE IDEAL FOR WOMEN WHO WANT TO MARRY AND WORK, SHE ALSO POINTS OUT THAT MEN MAY ALSO WORK AS INTERIOR DESIGNERS, ADMINISTRATORS OF FOOD SERVICES IN HOTELS, RESTAURANTS, COLLEGES, AND INDUSTRIES AND AS UNIVERSITY PROFESSORS OF HOME ECONOMICS. CAREERS DISCUSSED INCLUDE NUTRITION RESEARCHER, DIETICIAN, HOME ECONOMICS TEACHER AND COUNTY EXTENSION HOME ECONOMIST. THE HOME ECONOMIST IN INDUSTRY, CLOTHING DESIGN, AND RETAILING IS ALSO DESCRIBED ALONG WITH VARIOUS INTERNATIONAL CAREER OPPORTUNITIES IN THE HOME ECONOMICS FIELD. THE TEXT IS ACCOMPANIED WITH BLACK AND WHITE PHOTO ILLUSTRATIONS. (PM)

VT 017 037
HAEBERLE, BILLI
LOOKING FORWARD TO A CAREER: RADIO AND TELEVISION.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08094
DILLON PRESS, 106 WASHINGTON AVE. N., MINNEAPOLIS, MN 55401
PUB DATE - 70 90P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; INTERMEDIATE GRADES; SECONDARY GRADES; WORK ATTITUDES; INDUSTRY; MARKETING; COMMUNICATIONS; *MASS MEDIA; *RADIO; *TELEVISION; LANGUAGE ARTS; HUMAN SERVICES; VOCATIONAL EDUCATION; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - PART OF THE "LOOKING FORWARD TO A CAREER" SERIES, THIS BOOK WAS WRITTEN BY A WOMEN WHO HAD SERVED AS AN ADMINISTRATIVE ASSISTANT TO A RADIO AND TELEVISION EXECUTIVE. IT IS AIMED AT YOUNG PEOPLE IN GRADES 5-9 WHO MIGHT FIND THE EXCITEMENT AND VARIETY OF A CAREER IN COMMUNICATIONS TO THEIR LIKING. THE AUTHOR EMPHASIZES THAT ONLY A FRACTION OF THE JOBS IN RADIO AND TELEVISION INVOLVE ON-AIR PERSONALITIES. THE VARIOUS JOB POSSIBILITIES IN ELECTRONIC JOURNALISM, SALES AND ADVERTISING, BROADCASTING AND PROGRAMMING FOR RADIO AND TELEVISION ARE BRIEFLY DISCUSSED. THROUGHOUT THE BOOK, THE AUTHOR INCLUDES HINTS ABOUT PROPER JOB ATTITUDES AND PERSONAL QUALITIES NECESSARY FOR THE INDUSTRY. (PM)

VT 017 038
KANE, BETTY
LOOKING FORWARD TO A CAREER: DENTISTRY.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08089

DILLON PRESS, 106 WASHINGTON AVE. N., MINNEAPOLIS, MN 55401
PUB DATE - 72 113P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; INTERMEDIATE GRADES; SECONDARY GRADES; *HEALTH OCCUPATIONS; DENTAL HYGIENISTS; *DENTISTS; HEALTH OCCUPATIONS EDUCATION; DENTAL TECHNICIANS; DENTAL ASSISTANTS; *DENTISTRY; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE
IDENTIFIERS - *CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - WRITTEN BY A PROFESSIONAL MEDICAL WRITER, THIS BOOK IS PART OF THE "LOOKING FORWARD TO A CAREER" SERIES THAT IS DESIGNED TO INFORM YOUNG PEOPLE IN GRADES 5-9 ABOUT CAREER POSSIBILITIES. IN AN UNUSUALLY THOROUGH, BUT BRIEF ACCOUNT THE AUTHOR GIVES A HISTORY OF DENTISTRY ALONG WITH THE EDUCATION, SKILLS AND RESPONSIBILITIES OF THE DENTIST AND MEMBERS OF THE DENTAL TEAM SUCH AS DENTAL HYGIENISTS, DENTAL ASSISTANTS, SECRETARY-RECEPTIONISTS AND LABOR TECHNICIANS. CHAPTERS TITLED FOR YOU GIRLS, TOO, AND DENTISTRY AND MINORITY AMERICANS EMPHASIZE THE OPPORTUNITIES IN THE FIELD FOR WOMEN AS WELL AS BLACKS. THE SECTION ON MINORITY OPPORTUNITIES INCLUDES A LIST OF SCHOLARSHIP SOURCES. A BIBLIOGRAPHY COVERING WORKS ABOUT THE DENTIST AND THE DENTAL TEAM IS INCLUDED. (AG)

VT 017 039
TREUENFELS, PETER
LOOKING FORWARD TO A CAREER: COMPUTERS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08095
DILLON PRESS, 106 WASHINGTON AVE. N., MINNEAPOLIS, MN 55401
PUB DATE - 70 81P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; INDUSTRY; BUSINESS; COMMUNICATIONS; *COMPUTERS; COMPUTER SCIENCE; COMPUTER SCIENCE EDUCATION; TECHNICAL EDUCATION; *TECHNICAL OCCUPATIONS; SKILLED OCCUPATIONS; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - PART OF A SERIES, THIS BOOK WAS WRITTEN FOR YOUNG CHILDREN IN GRADES 5-9. CHAPTERS DISCUSS: (1) THE HISTORY OF THE COMPUTER, INCLUDING A DESCRIPTION OF THE COMPUTER AND COMPUTER LANGUAGE, (2) JOBS IN COMPUTER HARDWARE WHICH DEAL WITH BUILDING, DESIGNING, AND MAINTENANCE OF THE COMPUTER, (3) RESPONSIBILITIES OF THE PROGRAMMER, AND (4) APPLICATIONS OF THE COMPUTER IN THE MODERN WORLD. (PM)

VT 017 045
FOLSOM, LERCI A.
INSTRUCTOR'S GUIDE FOR THE TEACHING OF PROFESSIONAL COOKING.

CULINARY INST. OF AMERICA, INC., CHICAGO, ILL.
DOCUMENT NOT AVAILABLE FROM EDRS.
1311-04484
CULINARY INSTITUTE OF AMERICA, INC., 1727 S. INDIANA AVE., CHICAGO, IL 60616
PUB DATE - 70 273P. PMM COLLECTION

DESCRIPTORS - COOKING INSTRUCTION; COOKS; *FOODS INSTRUCTION; HOME ECONOMICS EDUCATION; FOOD SERVICE OCCUPATIONS; OCCUPATIONAL HOME ECONOMICS; *VOCATIONAL EDUCATION; VOCATIONAL EDUCATION TEACHERS; *HOME ECONOMICS SKILLS; NUTRITION; NUTRITION INSTRUCTION; OCCUPATIONAL INFORMATION; FOOD SERVICE; *COURSE CONTENT; STUDY GUIDES; *TEACHING GUIDES

ABSTRACT - TO PROVIDE CHEF-INSTRUCTORS IN THE PROFESSIONAL FOOD SERVICE FIELD WITH A BASIC AND PRACTICAL TEACHING GUIDE TO SUPPLEMENT THEIR INDIVIDUAL EXPERIENCE, THIS MANUAL PRESENTS MATERIAL FIRST DEVELOPED AS A SYLLABUS FOR INSTRUCTION AT THE CULINARY INSTITUTE OF AMERICA. THE BOOK IS DIVIDED INTO THIRTEEN SECTIONS WHICH CAN BE ADAPTED FOR AN 8-12-OR 16-WEEK COURSE. THE MANUAL BEGINS WITH A SECTION FOR TEACHERS ON HOW TO INSTRUCT, BREAKING DOWN THE TEACHING TASK INTO FOUR BASIC STEPS: (1) PREPARE THE WORKER, (2) PRESENT THE OPERATION, (3) TRY OUT THE STUDENT'S PERFORMANCE, AND (4) FOLLOW UP THE STUDENT'S PERFORMANCE. SUGGESTIONS FOR BOTH AN 8-WEEK AND A 16-WEEK PRE-APPRENTICE PROGRAM WITH DAILY MENU OBJECTIVES ARE GIVEN. EACH UNIT LISTS A STUDENT OBJECTIVE AND A REFERENCE TO A STANDARD TEXTBOOK ALONG WITH DETAILED INSTRUCTIONS FOR PROCEDURE. SEVERAL SECTIONS HAVE ANSWER-KEYED STUDENT TESTS. A LIST OF SUPPLEMENTARY FILMS AND A BIBLIOGRAPHY IS INCLUDED. (PM)

VT 017 046
ERNEST, JOHN W.
CREATIVE SELLING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07520
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 160P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; POST SECONDARY EDUCATION; *TEACHING GUIDES; *WHOLESALING; *DISTRIBUTIVE EDUCATION; *MARKETING; MERCHANDISING; BEHAVIORAL OBJECTIVES; ROLE PLAYING; *WORKBOOKS
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS; DECISIONS

ABSTRACT - THIS TEACHERS MANUAL AND ACCOMPANYING STUDENT MANUAL IS INTENDED TO PREPARE STUDENTS IN GRADES 11-14 FOR ENTRY LEVEL WORK IN THE MARKETING, SELLING, PROMOTING, AND MERCHANDISE-HANDLING ASPECTS OF WHOLESALING. IT ALSO DEVELOPS BUYING AND MANAGERIAL SKILLS AND EMPHASIZES A JOB-ORIENTED APPROACH BASED ON BEHAVIORAL GOALS, WHICH ARE STATED AT THE BEGINNING OF EACH CHAPTER. TOPICS COVERED INCLUDE: (1) MARKETING FUNCTIONS, (2) LENGTH AND WIDTH OF CHANNELS OF DISTRIBUTION, (3) AREAS OF SPECIALIZATION, (4) VARIOUS CUSTOMER SERVICE FUNCTIONS, (5) PRODUCT PLANNING AND DATA GATHERING, (6) PRIVATE LABEL MARKETING, (7) WAREHOUSING, (8) PROMOTING, AND (9) SPECIAL PRODUCTS HANDLING. THE STUDENT MANUAL USES SELF-INSTRUCTION TECHNIQUES, CASES, ROLE-

PLAYING, PROBLEM SOLVING, GROUP DISCUSSION, AND DEMONSTRATIONS AS VEHICLES FOR LEARNING. THE TEACHERS MANUAL AND KEY CONTAINS SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, AND A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS. THE STUDENT MANUAL IS A SELF-CONTAINED UNIT OF INSTRUCTION, AND IT MAY BE USED AS AN INDEPENDENT LEARNING MODULE OR INCLUDED AS A 20-30 HOUR SEGMENT OF A BROADER COURSE IN DISTRIBUTION OR MARKETING. (PM)

VT 017 047
ANTRIM, WILLIAM H.
ADVERTISING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07524
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 70 174P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; TEXTBOOKS; *WORKBOOKS; DISTRIBUTIVE EDUCATION; *MARKETING; SECONDARY GRADES; POST SECONDARY EDUCATION; SIMULATION; ROLE PLAYING; *PUBLICIZE; STUDENT PROJECTS; INDEPENDENT STUDY; BEHAVIORAL OBJECTIVES
IDENTIFIERS - *CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS TEXT-WORKBOOK IS DESIGNED TO DEVELOP THE SKILLS, ATTITUDES, AND KNOWLEDGE NECESSARY FOR ENTRY LEVEL JOBS IN ADVERTISING AND OTHER MARKETING OCCUPATIONS. BEHAVIORAL GOALS, STATED AT THE BEGINNING OF EACH CHAPTER, TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER COMPLETING THE CHAPTER, ITS ACCOMPANYING ACTIVITIES, AND THE SIMULATED OCCUPATIONAL EXPERIENCE PROJECT, WHICH HAS BEEN DESIGNED SO THAT THE STUDENT DOES NOT NEED TO VISIT BUSINESSES. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS WITH A KEY, AND A BIBLIOGRAPHY. (PM)

VT 017 048
BUCKNER, LEROY M.
CUSTOMER SERVICES. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07532
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 136P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *DISTRIBUTIVE EDUCATION; *MARKETING; *TEACHING GUIDES; TEXTBOOKS; *WORKBOOKS; SIMULATION; ROLE PLAYING; *BUSINESS RESPONSIBILITY; CREDIT (FINANCE); INDEPENDENT STUDY; MERCHANDISING; BEHAVIORAL OBJECTIVES
IDENTIFIERS - CAREER AWARENESS; *EMPLOYMENT SKILLS

ABSTRACT - THIS TEXT-WORKBOOK IS INTENDED TO PROVIDE STUDENTS INTERESTED IN CAREER DEVELOPMENT OR ENROLLED IN THE DISTRIBUTIVE EDUCATION CURRICULA WITH AN INTRODUCTORY KNOWLEDGE OF THE MANY DIFFERENT JOB OPPORTUNITIES IN RENDERING SERVICES IN MARKETING ORGANIZATIONS SELLING TO INDUSTRIAL, WHOLESALE, RETAIL, AND CONSUMER BUYERS. BEHAVIORAL GOALS, STATED AT THE BEGINNING OF EACH CHAPTER, TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER HE COMPLETES THE CHAPTER, ITS ACCOMPANYING ACTIVITIES, AND THE STIMULATED OCCUPATIONAL EXPERIENCE PROJECT, WHICH HAS BEEN DESIGNED SO THAT THE STUDENT DOES NOT NEED TO VISIT BUSINESSES. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO THE END-OF-CHAPTER ACTIVITIES, A READY-TO-DUPLICATE ACHIEVEMENT TEST WITH A KEY, AND A BIBLIOGRAPHY. (PM)

VT 017 049
SMITH, GARY R.
DISPLAY AND PROMOTION. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07528
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 70 136P. PMM COLLECTION

DESCRIPTORS - *WORKBOOKS; RESOURCE MATERIALS; CAREER EDUCATION; *TEACHING GUIDES; SECONDARY GRADES; POST SECONDARY EDUCATION; *MARKETING; *DISPLAY PANELS; PUBLICIZE; PUBLIC RELATIONS; BEHAVIORAL OBJECTIVES; *DISTRIBUTIVE EDUCATION; INDEPENDENT STUDY; SIMULATION; MERCHANDISING
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; *EMPLOYMENT SKILLS

ABSTRACT - THIS TEXT-WORKBOOK AND ACCOMPANYING TEACHERS MANUAL IS DESIGNED TO SHOW STUDENTS THE IMPORTANCE OF BOTH DISPLAY AND PROMOTION ACTIVITIES. IT IS ALSO DESIGNED TO ACQUAINT THE STUDENT WITH THE JOB OPPORTUNITIES AVAILABLE IN THESE AREAS OF DISTRIBUTION AND TO PREPARE STUDENTS FOR BOTH ENTRY-LEVEL AND CAREER-LEVEL JOBS IN THE AREAS OF DISPLAY AND PROMOTION. CHAPTER 1 GIVES A BROAD OVERVIEW OF THE CAREERS AVAILABLE IN PROMOTION ON BOTH AN ENTRY LEVEL AND A CAREER LEVEL, WHILE CHAPTERS 2-6 EXAMINE IN DEPTH THE SKILLS AND KNOWLEDGE NECESSARY TO CREATE AN EFFECTIVE DISPLAY. CHAPTER 7 DEVELOPS THE DIFFERENT SALES PROMOTION TECHNIQUES THAT CAN BE USED TO PROMOTE A PRODUCT, AND CHAPTER 8 PROVIDES GUIDANCE IN PREPARING PUBLICITY RELEASES AND IN DEVELOPING GOOD PUBLIC RELATIONS PROCEDURES. BEHAVIORAL OBJECTIVES ARE STATED AT THE BEGINNING OF EACH CHAPTER IN TERMS OF CONDITIONS AND TASKS. AT THE CONCLUSION OF EACH CHAPTER, THERE ARE LEARNING ACTIVITIES WHICH HAVE BEEN DESIGNED TO ENRICH AND REINFORCE THE MATERIALS IN THE TEXT-WORKBOOK. THE TEACHERS MANUAL CONTAINS SPECIFIC SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, AND A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS. THIRTY HOURS ARE THE SUGGESTED TIME SCHEDULE FOR TEACHING THIS MATERIAL TO HIGH SCHOOL AND POST-SECONDARY STUDENTS. (PM)

VT 017 066
BATES, STEPHEN S.

FUNDAMENTALS FOR THE OPTOMETRIC ASSISTANT.

DOCUMENT NOT AVAILABLE FROM EDRS.
72C2-05435
CHILTON BOOK CO., 401 WALNUT ST., PHILADELPHIA, PA 19106 ($9.50)
PUB DATE - 70 263P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; POST SECONDARY EDUCATION; *HEALTH OCCUPATIONS; OPTICS; *HEALTH PERSONNEL; *OPTOMETRISTS; OPHTHALMOLOGY; EYES; ANATOMY; *PARAMEDICAL OCCUPATIONS; *OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES; GUIDELINES
IDENTIFIERS - CAREER AWARENESS; *BEGINNING COMPETENCE

ABSTRACT - THIS BOOK DESCRIBES THE ENTIRE RANGE OF THE OPTOMETRIC ASSISTANT'S DUTIES. FOLLOWING A BRIEF HISTORY OF OPTOMETRY AS A PROFESSION AND ITS ROLE IN MAINTAINING GOOD VISION, THE VALUE OF AN ORDERLY OFFICE ROUTINE IS EMPHASIZED. THE KEEPING OF OFFICE RECORDS, PATIENT RECORDS, AND APPOINTMENT INFORMATION IS EXPLAINED AS IS THE HANDLING OF PATIENTS ON THE PHONE AND IN THE OFFICE. MORE SPECIFIC OPTOMETRIC INFORMATION INCLUDES THE ANATOMY OF THE EYE, OPHTHALMIC OPTICS, PRESCRIPTIONS, GLASSES FRAMES, SCREENING, AND CONTACT LENSES. A BIBLIOGRAPHY, GLOSSARY, AND THICKNESS CONVERSION TABLE CONCLUDE THE BOOK. THE BOOK MAY BE USED WITH SECONDARY AS WELL AS POST-SECONDARY STUDENTS. (PM)

VT 017 069
JOHNSON, HAROLD V.
GENERAL INDUSTRIAL MACHINE SHOP.

DOCUMENT NOT AVAILABLE FROM EDRS.
5C64-08357
CHAS. A. BENNETT CO., INC., 809 W. DETWEILLER DRIVE, PEORIA, IL 61614
PUB DATE - 70 413P. PMM COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; MANUFACTURING; *MACHINERY INDUSTRY; *MACHINE TOOLS; INDEPENDENT STUDY; TEACHING PROCEDURES; BIBLIOGRAPHIES; *TEXTBOOKS; ILLUSTRATIONS; *INDUSTRIAL EDUCATION; SECONDARY GUIDES; *SHOP CURRICULUM
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - SUITABLE FOR GROUP OR INDIVIDUAL INSTRUCTION, THIS TEXTBOOK IS DESIGNED FOR GRADES 10, 11 AND 12. EMPHASIS IS PLACED ON THE TOOLS, MATERIALS AND PROCESSES OF THE INDUSTRIAL WORLD. NUMEROUS ILLUSTRATIONS IDENTIFY IMPORTANT TOOLS AND PROCEDURES. UNITS INCLUDE: (1) LEARNING TO MEASURE, (2) USING BENCH TOOLS, (3) INTRODUCTION TO MACHINE SHOP PRACTICES, (4) SPECIAL INFORMATION, AND (5) PROJECT SUGGESTIONS. ALSO INCLUDED ARE AN APPENDIX, INDEX, AND BIBLIOGRAPHY. (PM)

VT 017 072
VANDERHOFF, MARGIL
CLOTHES: PART OF YOUR WORLD.

DOCUMENT NOT AVAILABLE FROM EDRS.
72B2-07878
GINN & COMPANY, XEROX EDUCATION GROUP, STATLER BLDG., BACK BAY P.O. 191, BOSTON, MA 02117
PUB DATE - 70 275P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; INSTRUCTIONAL MATERIALS; RESOURCE GUIDES; SECONDARY GRADES; RECREATION; HOME ECONOMICS EDUCATION; CAREER EDUCATION; *SEWING INSTRUCTION; CONSUMER EDUCATION; *CLOTHING; OCCUPATIONAL CHOICE; SELF CONCEPT
IDENTIFIERS - *CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS TEXTBOOK AND TEACHING MANUAL IS DESIGNED TO SERVE AS A GUIDE FOR THE STUDY OF CLOTHING. IT IS PLANNED PARTICULARLY FOR SECONDARY SCHOOL GIRLS, BUT OTHERS MAY FIND IT USEFUL AS A REFERENCE. NINE UNITS DEAL PRIMARILY WITH HISTORICAL ASPECTS OF CLOTHING, THE MEANING OF CLOTHING, CHOOSING AND USING CLOTHING, AND SOME VOCATIONS IN THE FIELD. IT ALSO INCLUDES INSTRUCTIONS ON HOW TO SEW AND SEWING PROJECTS ARE DESCRIBED. MORE THAN A DOZEN CHARTS SUMMARIZE IMPORTANT FACTS AND EXAMPLES ABOUT CLOTHING. SUITABLE LEARNING EXPERIENCES ARE DESIGNATED FOR INDIVIDUAL STUDY, FOR SMALL GROUPS, AND FOR LARGE GROUPS. THE TEACHER'S MANUAL IS OUTLINED IN DETAIL IN ORDER THAT THE TEACHER MAY READILY SEE THE RANGE OF CONCEPTS WHICH IS DEVELOPED IN THE TEXT. (PM)

VT 017 073
PAUTLER, ALBERT J.
TEACHING SHOP AND LABORATORY SUBJECTS. THE MERRILL SERIES IN CAREER PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5D54-08125
CHARLES E. MERRILL PUB. CO., 1300 ALUM CREEK DR., COLUMBUS, OH 43216
PUB DATE - 71 185P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; TEXTBOOKS; VOCATIONAL EDUCATION; *SHOP CURRICULUM; TECHNICAL EDUCATION; TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; VOCATIONAL EDUCATION TEACHERS; *LESSON PLANS; *BEGINNING TEACHERS; TEACHING METHODS; INDUSTRIAL ARTS; EVALUATION

ABSTRACT - THIS BOOK WAS WRITTEN BY A PROFESSOR OF EDUCATION AT THE STATE UNIVERSITY OF NEW YORK AT BUFFALO FOR BOTH PRE-SERVICE AND IN-SERVICE VOCATIONAL, TECHNICAL, AND INDUSTRIAL ARTS TEACHERS AND ANYONE RESPONSIBLE FOR TEACHING A SHOP OR LABORATORY SUBJECT IN THE PUBLIC SCHOOLS, THE MILITARY, OR PRIVATE INDUSTRY. THE FIRST PART OF THE BOOK DEALS WITH THE PREPARATIONS A TEACHER SHOULD MAKE BEFORE HIS CLASSES ACTUALLY BEGIN. SUCH THINGS AS OBJECTIVES OF EDUCATION, SCHOOL POLICIES AND SERVICES, AND SHOP ORGANIZATION AND MANAGEMENT ARE COVERED. AN IN DEPTH STUDY OF LESSON PLANNING, THE ORGANIZATION OF TEACHING MATERIALS, AND MATERIAL TO BE TAUGHT MAKE UP THE SECOND SECTION. THE THIRD PART COVERS THE PRESENTATION ASPECT OF TEACHING INCLUDING THE FIRST DAY PROCEDURES, THE TEACHING-LEARNING SITUATION, AND AIDS AND METHODS OF INSTRUCTION. A CLOSING SECTION DEALS WITH BOTH THE THEORETICAL AND PRACTICAL SIDES OF EVALUATION AND GRADING. AS AN AID TO TEACHERS AND STUDENTS, EACH CHAPTER IS DIVIDED INTO

FOUR SECTIONS: (1) PRESENTATION OF NEW MATERIAL, (2) DISCUSSION QUESTIONS, (3) ASSIGNMENTS, AND (4) ADDITIONAL REFERENCES. (PM)

VT 017 077
WILBER, GORDON O.;PENDERED, NORMAN C.
INDUSTRIAL ARTS IN GENERAL EDUCATION.

DOCUMENT NOT AVAILABLE FROM EDRS.
7108-05848
INTERNATIONAL TEXTBOOK CO., 257 PARK AVE. S., NEW YORK, NY 10010
PUB DATE - 67 403P. PMM COLLECTION; THIRD EDITION

DESCRIPTORS - CAREER EDUCATION; ADMINISTRATOR GUIDES; *INDUSTRIAL ARTS; VOCATIONAL EDUCATION; TRADE AND INDUSTRIAL EDUCATION; PHOTOGRAPHS; *TEACHER EDUCATION; *TEACHER EDUCATION CURRICULUM; *INDUSTRIAL ARTS TEACHERS; TESTS

ABSTRACT - THIS TEXTBOOK FOR COLLEGE CLASSES AND TEACHERS OF INDUSTRIAL ARTS DEFINES THE OBJECTIVES OF INDUSTRIAL ARTS. UP-TO-DATE PHOTOGRAPHS SUPPLEMENT THE TEXTUAL MATERIAL. VISUAL AIDS COVERAGE IS PROVIDED, INCLUDING WRITTEN MATERIALS, PROGRAMED INSTRUCTION, OVERHEAD TRANSPARENCY PROJECTIONS, 8MM CONCEPT FILM LOOPS, AND CLOSED-CIRCUIT TELEVISION IN THE CLASSROOM. THIS TEXT SHOULD BE OF VALUE TO THE SCHOOL ADMINISTRATOR WHO WISHES TO BE INFORMED ABOUT THE ROLE OF INDUSTRIAL ARTS IN GENERAL EDUCATION. FOLLOWING THE 22 CHAPTERS ARE THREE APPENDIXES DEALING WITH VOCABULARY, APPLICATION TESTS, AND A CHECK LIST ON THE USE AND CARE OF TOOLS. (PM)

VT 017 079
CRAWFORD, LUCY C.;MEYER, WARREN G.
ORGANIZATION AND ADMINISTRATION OF DISTRIBUTIVE EDUCATION. THE MERRILL SERIES IN CAREER PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5054-08140
CHARLES E. MERRILL PUBLISHING CO., 1300 ALUM CREEK DRIVE, COLUMBUS, OH 43216
PUB DATE - 72 356P. PMM COLLECTION

DESCRIPTORS - CURRICULUM PLANNING; ADULT EDUCATION; *DISTRIBUTIVE EDUCATION; MARKETING; STAFF IMPROVEMENT; EVALUATION; ADMINISTRATOR EDUCATION; *ADMINISTRATOR ROLE; ADMINISTRATOR CHARACTERISTICS; ADMINISTRATIVE PRINCIPLES; EDUCATIONAL LEGISLATION; DISTRIBUTIVE EDUCATION TEACHERS; *INSTRUCTOR COORDINATORS; *EDUCATIONAL ADMINISTRATION

ABSTRACT - THIS BOOK WAS WRITTEN FOR THE INDIVIDUALS WHO ARE PREPARING TO BECOME DISTRIBUTIVE EDUCATION TEACHERS AND TEACHER COORDINATORS, AND FOR OTHER EDUCATIONAL PERSONNEL WHO WANT TO LEARN MORE ABOUT THE ORGANIZATION AND ADMINISTRATION OF DISTRIBUTIVE EDUCATION PROGRAMS. A TOTAL PROGRAM OF DISTRIBUTIVE EDUCATION FROM EXPLORATION OF CAREERS IN DISTRIBUTION THROUGH CONTINUING EDUCATION FOR ADULT EMPLOYEES AND MANAGERS IS TREATED IN THIS REFERENCE TEXTBOOK. EACH CHAPTER BEGINS WITH A SET OF BEHAVIORAL OBJECTIVES BASED ON THE COMPETENCIES APPROPRIATE TO THE CONTENT AREA. AT THE END OF EACH CHAPTER THERE ARE SUGGESTIONS FOR COURSES OF ACTION AND REFERENCES. (PM)

VT 017 082
MCMAHON, GORDON G.
CURRICULUM DEVELOPMENT IN TRADE AND INDUSTRIAL AND TECHNICAL EDUCATION. THE MERRILL SERIES IN CAREER PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5054-08131
CHARLES E. MERRILL PUB. CO., 1300 ALUM CREEK DR., COLUMBUS, OH 43216
PUB DATE - 72 134P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *TECHNICAL EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM DEVELOPMENT; CURRICULUM EVALUATION; VOCATIONAL EDUCATION; VOCATIONAL EDUCATION TEACHERS; TRADE AND INDUSTRIAL TEACHERS; CURRICULUM PLANNING; HIGH SCHOOL CURRICULUM; *SHOP CURRICULUM; TEXTBOOKS; RESOURCE MATERIALS

ABSTRACT - THIS BOOK IS INTENDED TO PROVIDE AN APPROACH TO CURRICULUM DEVELOPMENT AS WELL AS SET THE PHILOSOPHICAL BASIS FOR TOTAL VOCATIONAL CURRICULUM PLANNING. CHAPTERS COVER: (1) THE DISTINCTION BETWEEN EDUCATION FOR COLLEGE ENTRANCE AND EDUCATION FOR EMPLOYMENT, (2) RELATIONSHIP BETWEEN VOCATIONAL CURRICULUM AND GENERAL EDUCATION, (3) SELECTING THE CURRICULUM COORDINATOR, (4) NEED FOR AND USE OF THE LOCAL SURVEY AS A TOOL FOR SELECTIVE CURRICULUM AREAS AND THE ROLE OF ADVISORY COMMITTEES, AND (5) BASIC CONSIDERATIONS IN CURRICULUM DEVELOPMENT. (PM)

VT 017 087
ODGERS, RUTH F., ED.;WENBURG, BURNESS G., ED.
INTRODUCTION TO HEALTH PROFESSIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5123-07471
C.V. MOSBY COMPANY, 11830 WESTLINE INDUSTRIAL DR., ST. LOUIS, MO 63141
PUB DATE - 72 207P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; VOCATIONAL COUNSELING; *HEALTH OCCUPATIONS; TEXTBOOKS; *HEALTH PERSONNEL; MEDICAL EDUCATION; DENTAL HYGIENISTS; MEDICAL TECHNOLOGISTS; RADIOLOGIC TECHNOLOGISTS; *OCCUPATIONAL INFORMATION; NURSING; *PROFESSIONAL OCCUPATIONS; PHARMACISTS; *PARAMEDICAL OCCUPATIONS
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS BOOK, FOR GRADES 11 AND 12 AND POST-SECONDARY EDUCATION, IS DESIGNED TO PROVIDE EDUCATIONAL AND OCCUPATIONAL INFORMATION FOR A WIDE VARIETY OF HEALTH CAREERS. IT IS INTENDED TO ILLUSTRATE HOW THE HEALTH PROFESSIONAL FUNCTIONS IN HIS JOB, WHAT IS NECESSARY BY WAY OF EDUCATION AND TRAINING, AND WHAT OPPORTUNITIES FOR EMPLOYMENT ARE AVAILABLE. EACH CHAPTER TREATS A SEPARATE PROFESSION, AND EACH IS WRITTEN BY A SPECIALIST IN THE PROFESSION. APPENDIXES OF HEALTH CAREERS, PROFESSIONAL ORGANIZATIONS, PROFESSIONAL EDUCATION AND MANPOWER SUPPLY, AND ESTIMATED PERSONS EMPLOYED IN SELECTED

OCCUPATIONS IN 1967 ARE INCLUDED. (PM)

VT 017 088
NUSSBAUM, MARTIN
OPPORTUNITIES IN ELECTRONIC DATA PROCESSING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7360-07879
VOCATIONAL GUIDANCE MANUALS, UNIVERSAL PUBLISHING AND DISTRIBUTING CORP., 235 E. 45 ST., NEW YORK, N.Y. 10017 ($4.95)
PUB DATE - 72 160P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; TEXTBOOKS; *ELECTRONIC DATA PROCESSING; COMPUTER SCIENCE; *COMPUTERS; COMPUTER SCIENCE EDUCATION; *DATA PROCESSING OCCUPATIONS; ELECTRONICS INDUSTRY; DIRECTORIES; *OCCUPATIONAL INFORMATION; EMPLOYMENT OPPORTUNITIES; EMPLOYMENT QUALIFICATIONS; COMPUTATIONS
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS BOOK, PART OF THE VOCATIONAL GUIDANCE MANUAL SERIES, WRITTEN FOR GRADES 11-14, IS A COMPENDIUM OF FACTUAL INFORMATION ABOUT THE ELECTRONIC DATA PROCESSING FIELD. IT DESCRIBES THE KINDS OF WORK AND KINDS OF PEOPLE WHO HAVE HAD SUCCESS IN PROGRAMING, OPERATING, AND MANAGING COMPUTER SYSTEMS. THE DUTIES, EDUCATIONAL REQUIREMENTS, APTITUDES AND TEMPERAMENTS REQUIRED FOR EACH JOB CATEGORY ARE STATED. A BRIEF DISCUSSION OF THE PROCESS OF DATA PROCESSING, HOW COMPUTERS WORK, AND HOW TO GET STARTED IN THE FIELD ARE INCLUDED. ORGANIZATIONS AND SOCIETIES CONCERNED WITH DATA PROCESSING ARE LISTED, AS HIGH SCHOOLS, JUNIOR/COMMUNITY COLLEGES, COLLEGES, PRIVATE SCHOOLS, CORRESPONDENCE SCHOOLS, AND OTHER SOURCES OF TRAINING. A LIST OF SUGGESTED READINGS CONCLUDES THE BOOK. (PM)

VT 017 107
LISTON, ROBERT A.
YOUR CAREER IN LAW ENFORCEMENT.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07397
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018
PUB DATE - 65 189P. PMM COLLECTION

DESCRIPTORS - *CAREER OPPORTUNITIES; ILLUSTRATIONS; *LAW ENFORCEMENT; *HUMAN SERVICES; *POLICE; POLICE ACTION; GRADE 11; GRADE 12; INDEPENDENT STUDY; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - WRITTEN FOR GRADES 11 AND 12, THIS BOOK PROVIDES INFORMATION ABOUT THE DUTIES AND METHODS OF LAW OFFICERS ON ALL PROFESSIONAL LEVELS. THE IMPORTANT AREAS OF POLICE WORK, WITH RELEVANT CASE HISTORIES TO SHOW WHICH JOBS INVOLVE PERSONAL RISK, WHICH DEMAND AN EXTRA MEASURE OF FACT AND SENSITIVITY, AND WHICH REQUIRE UNCOMMON DEDICATION ARE DELINEATED. PHYSICAL AND EDUCATIONAL QUALIFICATIONS ONE MUST HAVE IN EACH FIELD OF LAW ENFORCEMENT, HOW AND WHERE ONE SHOULD APPLY FOR ENTRANCE TO JOBS, THE TRAINING ONE WILL UNDERGO, THE SALARY RANGES, AND THE OPPORTUNITY FOR ADVANCEMENT IN EACH FIELD ARE DESCRIBED IN THIS TEXT. (PM)

VT 017 110
SEARIGHT, MARY W.
YOUR CAREER IN NURSING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07407
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($4.29)
PUB DATE - 70 190P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *SUPPLEMENTARY READING MATERIALS; JOB SATISFACTION; SELF ACTUALIZATION; HEALTH OCCUPATIONS; *NURSES; SELF CONCEPT; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES; *NURSING
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS BOOK PROVIDES A BRIEF HISTORY OF NURSING AND EMPHASIZES THE VARIED OPPORTUNITIES AVAILABLE IN NURSING TODAY. THE SATISFACTIONS AND FUTURE OF NURSING ARE DISCUSSED. THE SCOPE OF MODERN NURSING IS COVERED, AND THE REQUISITE ACADEMIC AND PERSONAL QUALITIES ARE SET DOWN. SCHOLARSHIP AND LOAN INFORMATION AND SOURCES OF ADDITIONAL INFORMATION ARE APPENDED. A BIBLIOGRAPHY IS PROVIDED. (PM)

VT 017 111
ESTERER, ARNULF K.
YOUR CAREER IN CHEMISTRY.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07388
JULIAN MESSNER INC., 8 WEST 40 STREET, NEW YORK, NEW YORK 10018
PUB DATE - 64 190P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; SCIENCES; RESOURCE MATERIALS; *EMPLOYMENT OPPORTUNITIES; INDEPENDENT STUDY; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES; *CHEMISTRY; BIOCHEMISTRY; ORGANIC CHEMISTRY; *CHEMICAL INDUSTRY; CHEMISTRY TEACHERS
IDENTIFIERS - SELF AWARENESS; EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - TOPICS COVERED INCLUDE: (1) PLANNING COLLEGE COURSES AND THE MERITS OF A SMALL VERSUS LARGE COLLEGE, (2) KINDS OF WORK BEING DONE CURRENTLY IN THE FIVE MAJOR BRANCHES OF CHEMISTRY, (3) FACTS AND FIGURES ON SALARIES AND OTHER BENEFITS FOR CHEMISTS WHO PURSUE CAREERS IN INDUSTRY, GOVERNMENT, AND THE ACADEMIC FIELD, AND (4) PLANNING A SUCCESSFUL CAREER AFTER COLLEGE. A BIBLIOGRAPHY IS PROVIDED. (PM)

VT 017 112
NEAL, HARRY EDWARD
ENGINEERS UNLIMITED. YOUR CAREER IN ENGINEERING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07402
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($3.64)
PUB DATE - 68 192P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; REFERENCE MATERIALS; RESOURCE MATERIALS; SECONDARY GRADES; INDUSTRY; INDUSTRIAL EDUCATION; *CAREER PLANNING; *ENGINEERS; *PROFESSIONAL OCCUPATIONS; *ENGINEERING; INDEPENDENT STUDY; EMPLOYMENT OPPORTUNITIES; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS BOOK IS DIRECTED TO STUDENTS OF GRADES 11 AND 12 WHO ARE SEEKING INFORMATION CONCERNING A CAREER IN ENGINEERING. IT EXPLAINS THE WORK OF CIVIL, SANITARY, HYDRAULIC, AERONAUTICAL, MECHANICAL, ELECTRICAL AND ELECTRONIC, MINING-METALLURGICAL-CERAMIC, CHEMICAL, AGRICULTURAL, AND OTHER ENGINEERS. IN ADDITION TO PROFESSIONAL ENGINEERING TASKS, SUB-PROFESSIONAL JOBS SUCH AS DRAFTSMAN, ENGINEERING AIDE, AND TECHNICIAN ARE DESCRIBED. APPROXIMATE STARTING SALARIES ARE GIVEN, ALONG WITH NAMES OF ORGANIZATIONS WHICH CAN PROVIDE INFORMATION ABOUT ENGINEERING COLLEGES, SCHOLARSHIPS, AND OTHER EDUCATIONAL DETAILS. A BIBLIOGRAPHY AND AN INDEX ARE INCLUDED. (PM)

VT 017 114
BOYD, WALDO T.
YOUR CAREER IN THE AEROSPACE INDUSTRY.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07379
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($3.64)
PUB DATE - 66 222P. PMM COLLECTION

DESCRIPTORS - *CAREER OPPORTUNITIES; *AEROSPACE TECHNOLOGY; *AEROSPACE EDUCATION; CAREER EDUCATION; SCIENCE EDUCATION; GRADE 11; GRADE 12; INDEPENDENT STUDY; *OCCUPATIONAL INFORMATION; *AEROSPACE INDUSTRY
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - "YOUR CAREER IN THE AEROSPACE INDUSTRY", WRITTEN FOR GRADES 11 AND 12, USES THE NASA PROTOTYPE TO SHOW THE TREMENDOUS SCOPE OF AN AEROSPACE OPERATION. IT TELLS THE STORY OF THE INDUSTRY'S GROWTH TO ITS PRESENT PREEMINENCE, AND FORECASTS SOME OF THE DRAMATIC CHANGES STILL TO COME. FOR AN INDUSTRY WHERE SPECIFIC SKILLS ARE NEEDED IN THE AREAS OF LIFE SCIENCE, PHYSICAL SCIENCE, ENGINEERING, ELECTRONICS, AND ART, THE AUTHOR GIVES PRACTICAL ADVICE ON THE KINDS OF TRAINING AND EDUCATION NECESSARY TO SUIT A YOUNG PERSON TO A CAREER IN THE LABORATORY, THE FACTORY, AT THE DRAWING BOARD OR ON THE PROVING GROUNDS. INCLUDED ARE CHARTS, TABLES, AND LISTS OF THE MAJOR AEROSPACE COMPANIES IN THE U.S. TODAY. (PM)

VT 017 117
BLEICH, ALAN R.
YOUR CAREER IN MEDICINE.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07380
JULIAN MESSNER INC., 8 WEST 40 STREET, NEW YORK, NEW YORK 10018 ($3.64)
PUB DATE - 64 191P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY READING MATERIALS; *HEALTH OCCUPATIONS; GRADE 11; GRADE 12; *PHYSICIANS; PROFESSIONAL OCCUPATIONS; *HEALTH OCCUPATIONS EDUCATION; PUBLIC HEALTH; MEDICAL SERVICES; *MEDICINE; MEDICAL CONSULTANTS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - WRITTEN BY A PROFESSOR OF RADIOLOGY, THIS BOOK IS MEANT TO DESCRIBE THE VARIETY AND CHALLENGE IN THE PRACTICE AND METHODS OF MEDICINE. IT OUTLINES EDUCATIONAL REQUIREMENTS, EXPENSES, AND TRAINING NEEDED TO PRODUCE TODAY'S PHYSICIAN. THE MERITS OF GENERAL PRACTICE AS OPPOSED TO SPECIALIZATION ARE COVERED. SPECIALISTS IN ALL BRANCHES SUCH AS SURGEONS, INTERNISTS, PATHOLOGISTS, RADIOLOGISTS, ANESTHETISTS ARE SHOWN AT WORK WITH PATIENTS AND IN MODERN METHODS OF TEAMWORK, BOTH IN AND OUT OF THE HOSPITAL. THE AUTHOR WRITES WITH THE PURPOSE OF EXPANDING THE TRADITIONAL CONCEPT OF MEDICINE AS A CAREER AND NOTES JOB POSSIBILITIES IN PUBLIC HEALTH, HOSPITAL ADMINISTRATION, TEACHING, RESEARCH, AND WRITING. THE BOOK IS ILLUSTRATED WITH BLACK AND WHITE PHOTOGRAPHS. A LIST OF THE APPROVED MEDICAL COLLEGES IN THE UNITED STATES, ALONG WITH A BIBLIOGRAPHY OF RELATED READINGS, IS INCLUDED. (PM)

VT 017 118
SELIGSOHN, I.J.
YOUR CAREER IN COMPUTER PROGRAMMING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07408
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($3.64)
PUB DATE - 67 222P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; GRADE 11; GRADE 12; RESOURCE MATERIALS; REFERENCE MATERIALS; COMMUNICATIONS; *DATA PROCESSING; *DATA PROCESSING OCCUPATIONS; *PROGRAMING; *COMPUTERS; COMPUTER SCIENCE; INDEPENDENT STUDY; BIBLIOGRAPHIES; *EMPLOYMENT OPPORTUNITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS TEXT OFFERS THE CAREER-MINDED STUDENT OF GRADE 11 OR 12 INSIGHT INTO COMPUTERS AND COMPUTER PROGRAMING. ALTHOUGH SOME DISCUSSION OF EDUCATIONAL REQUIREMENTS, SALARIES AND JOB OPPORTUNITIES IS INCLUDED, THE MAJOR STRESS IS ON DESCRIPTIONS OF THE NATURE OF THE WORK, THE ACTUAL WORKINGS OF THE MACHINES, THE LANGUAGE OF COMPUTERS, THEIR HISTORY AND THE INCREASING USES TO WHICH THEY CAN BE PUT. THE AUTHOR DISCUSSES THE TYPE OF YOUNG PERSON BEST SUITED TO THE WORK AND CITES A NUMBER OF SUCCESS STORIES. A BIBLIOGRAPHY AND A LIST OF SOURCES OF FURTHER INFORMATION ARE ALSO INCLUDED. (PM)

VT 017 119
LISTON, ROBERT A.
YOUR CAREER IN CIVIL SERVICE.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07396

JULIAN MESSNER INC., 8 WEST 40 STREET, NEW YORK, NEW YORK 10018 ($3.95)
PUB DATE - 66 223P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 11; GRADE 12; INDEXES; TECHNICAL EDUCATION; *OCCUPATIONAL GUIDANCE; GROUP DISCUSSION; INDEPENDENT STUDY; GOVERNMENT EMPLOYEES; VOCATIONAL EDUCATION; SKILLED WORKERS; SEMISKILLED WORKERS; *OCCUPATIONAL INFORMATION; PROFESSIONAL PERSONNEL; *EMPLOYMENT OPPORTUNITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS TEXTBOOK, FOR GRADES 11 AND 12, DESCRIBES A WIDE RANGE OF EMPLOYMENT OPPORTUNITIES AND INCLUDES ILLUSTRATIONS AND INDEXES. THE CAREER POTENTIAL OF CIVIL SERVICE ON ALL LEVELS IS DESCRIBED--THE UNSKILLED, THE 'BLUE COLLAR' JOBS, THE HIGHLY SCIENTIFIC AND TECHNOLOGICAL OPPORTUNITIES IN THE FIELDS OF SPACE RESEARCH, MEDICINE AND COMMUNICATIONS. THERE IS INFORMATION AND ADVICE ON QUALIFICATIONS, WHERE TO APPLY, SALARIES, SPECIAL TRAINING, OPPORTUNITIES FOR ADVANCEMENT AND OTHER BENEFITS. (PM)

VT 017 120
JOHNSON, GEORGE
YOUR CAREER IN ADVERTISING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07393
JULIAN MESSNER INC., 1 WEST 39TH STREET, NEW YORK, NEW YORK, 10018 ($3.64)
PUB DATE - 66 189P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY EDUCATION; *INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES; *EMPLOYMENT OPPORTUNITIES; *OCCUPATIONAL INFORMATION; VOCATIONAL COUNSELING; RESOURCE MATERIALS; JOB SATISFACTION; *MASS MEDIA; *MARKETING
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS TEXT DESCRIBES THE WORK OF THE ADVERTISING AGENCY, ANALYZES A "GOOD" AD, EXPLORES TELEVISION ADVERTISING AND OUTLINES THE VARIOUS JOBS AVAILABLE IN ADVERTISING. EDUCATIONAL BACKGROUND AND DESIRABLE PERSONALITY TRAITS ARE EXPLORED. A LIST OF SUGGESTED READINGS IS PROVIDED. (PM)

VT 017 121
GORDON, GEORGE N.;FALK, IRVING A.
YOUR CAREER IN FILM MAKING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07390
JULIAN MESSNER INC., 1 WEST 39TH STREET, NEW YORK, NEW YORK 10018 ($3.64)
PUB DATE - 69 224P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *INSTRUCTIONAL MATERIALS; SECONDARY EDUCATION; *VOCATIONAL COUNSELING; RESOURCE MATERIALS; BIBLIOGRAPHIES; *FILM PRODUCTION; MASS MEDIA
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - A HISTORY OF THE DEVELOPMENT OF FILMS FROM THE SILENTS TO THE PRESENT DAY IS PROVIDED, INCLUDING A DISCUSSION OF "UNDERGROUND" MOVIES-AND ANIMATED CARTOONS. BRIEF RESUMES OF THE CAREERS OF PEOPLE IN THE FILM INDUSTRY ARE INCLUDED IN THE TEXT. THE JOBS OF SUCH PEOPLE AS DIRECTORS, ACTORS, WRITERS AND MUSICIANS ARE EXAMINED. A LIST OF SUGGESTED READINGS AND THE NAMES OF COLLEGES AND UNIVERSITIES IN THE U.S. OFFERING FILM COURSES ARE PROVIDED. (PM)

VT 017 124
SPENCER, LILA
EXCITING CAREERS FOR HOME ECONOMISTS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07409
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($3.95)
PUB DATE - 67 191P. PMM COLLECTION

DESCRIPTORS - *CAREER OPPORTUNITIES; *HOME ECONOMICS; CONSUMER ECONOMICS; *OCCUPATIONAL HOME ECONOMICS; VOCATIONAL EDUCATION; DIETITIANS; *OCCUPATIONAL INFORMATION; FOOD SERVICE OCCUPATIONS; HOUSING MANAGEMENT AIDES; HOME ECONOMICS TEACHERS; CHILD CARE OCCUPATIONS; CLOTHING MAINTENANCE SPECIALISTS; *HOME ECONOMICS EDUCATION; SECONDARY GRADES
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - WRITTEN FOR GRADES 11 AND 12, THIS BOOK DEALS WITH THE VARIOUS CAREER OPPORTUNITIES IN THE FIELD AT HOME ECONOMICS. IT STRESSES THE NEED FOR PROPER TRAINING IN THE CHOSEN AREA AND THE IMPORTANCE OF PRACTICAL EXPERIENCE AS A SUPPLEMENT TO ACADEMIC WORK. INCLUDED ARE ILLUSTRATIONS, SUGGESTED READINGS, AND A LISTING OF COLLEGES AND UNIVERSITIES OFFERING MAJORS OR DEGREES IN HOME ECONOMICS. (PM)

VT 017 125
LISTON, ROBERT A.
YOUR CAREER IN TRANSPORTATION.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07399
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($3.64)
PUB DATE - 66 192P. PMM COLLECTION

DESCRIPTORS - *TRANSPORTATION; SECONDARY GRADES; *GUIDANCE; CAREER EDUCATION; MARKETING; BUS TRANSPORTATION; RAIL TRANSPORTATION; AIRCRAFT PILOTS; *OCCUPATIONAL INFORMATION; *OCCUPATIONS; *CAREER OPPORTUNITIES; AEROSPACE INDUSTRY
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - DESIGNED FOR GRADES 10-12, THIS BOOK DISCUSSES THE MAJOR SYSTEMS OF TRANSPORTATION IN THE UNITED STATES, TRACES THEIR DEVELOPMENT, AND CITES THEIR GROWTH POTENTIAL. SPECIFICALLY, IT DEALS WITH AIR TRANSPORT, BUSES, TRUCKING, AND RIVER AND CANAL TRAFFIC. IT PRESENTS CAREER OPPORTUNITIES IN EACH AREA AND COVERS THE RANGES OF THEIR RESPECTIVE PAY SCALES. PERSONAL HISTORIES ARE PRESENTED TO HIGHLIGHT THE BROAD SCOPE OF JOB OPPORTUNITIES. (PM)

VT 017 133

OAKES, VANYA
CHALLENGING CAREERS IN THE LIBRARY WORLD.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07404
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($4.29)
PUB DATE - 70 190P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 11; GRADE 12; *LIBRARY SCIENCE; *LIBRARIES; RESOURCE MATERIALS; JOB SKILLS; *LIBRARIANS; LIBRARY SERVICES; *OCCUPATIONAL INFORMATION; EMPLOYMENT OPPORTUNITIES; EDUCATIONAL OPPORTUNITIES; TECHNOLOGICAL ADVANCEMENT; SOCIAL CHANGE
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK EMPHASIZES THE PLACE OF THE LIBRARY IN TODAY'S SOCIETY, OUTLINING THE EFFECT OF SOCIAL AND TECHNOLOGICAL CHANGE ON THE LIBRARY'S ROLE. PUBLIC, SCHOOL, AND SPECIAL LIBRARIES ARE EXAMINED, AND PREPARATION FOR LIBRARIANSHIP AND OCCUPATIONAL OUTLOOK ARE DISCUSSED. SHORT BIBLIOGRAPHIES AT THE END OF CHAPTERS PROVIDE SOURCES OF FURTHER INFORMATION, AND A LIST OF GRADUATE LIBRARY SCHOOLS ACCREDITED BY THE AMERICAN LIBRARY ASSOCIATION IS INCLUDED. (PM)

VT 017 156 ED 068 674
SELECTED TRAINING PROGRAMS FOR PHYSICIAN SUPPORT PERSONNEL.

NATIONAL INSTITUTES OF HEALTH (DHEW), BETHESDA, MD. BUREAU OF HEALTH MANPOWER EDUCATION.
EDRS PRICE MF-$0.65 HC-$6.58
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($1.00)
PUB DATE - MAY 72 101P.; REVISED, MAY, 1972

DESCRIPTORS - ACADEMIC STANDARDS; ACCREDITATION (INSTITUTIONS); ADMISSION CRITERIA; *ANCILLARY SERVICES; *DIRECTORIES; *EDUCATIONAL PROGRAMS; *HEALTH OCCUPATIONS EDUCATION; MEDICAL EDUCATION; NURSING; *PARAMEDICAL OCCUPATIONS; PHYSICIANS ASSISTANTS; PILOT PROJECTS; PROGRAM DESCRIPTIONS; TECHNICAL EDUCATION

ABSTRACT - THE EMPHASIS OF THIS PUBLICATION IS ON NEW OR PROPOSED PHYSICIAN SUPPORT TRAINING PROGRAMS WHICH ARE IN THE ADVANCED PLANNING OR PILOT STAGES AND ON OPERATIONAL PROGRAMS WHICH HAVE NOT YET RECEIVED ACCREDITATION OR HAVE ONLY RECENTLY BEEN ACCREDITED. DETAILED DATA WERE GATHERED FOR 71 PROGRAMS THROUGH MAILED QUESTIONNAIRE OR TELEPHONE SURVEYS, AND THIS DATA IS SUMMARIZED ACCORDING TO WHETHER THE PROGRAMS HAVE VARIED ENTRANCE REQUIREMENTS OR EXTEND NURSING ROLES. THE PROGRAMS ARE LISTED ALPHABETICALLY BY STATE AND CITY AND CONTAIN THE FOLLOWING INFORMATION: (1) PROGRAM TITLE, (2) TITLE OF GRADUATES, (3) INSTITUTION NAME AND ADDRESS, (4) PROGRAM DIRECTOR(S) AND ADDRESS, (5) AFFILIATED INSTITUTION(S), (6) STAGE OF DEVELOPMENT, (7) LENGTH OF PROGRAM, (8) CURRICULUM DESCRIPTION, (9) CREDENTIAL AWARDED, (10) MINIMUM AND ADDITIONAL PREFERRED REQUIREMENTS, (11) NUMBER OF STUDENTS ENROLLED AND GRADUATED, AND (12) AVAILABILITY OF FINANCIAL AID. IN ADDITION TO THE 71 PROGRAMS FOR WHICH COMPLETE INFORMATION WAS OBTAINED, THE PUBLICATION LISTS THE DIRECTOR AND ADDRESS OF 41 PROGRAMS FOR WHICH NO DETAILED INFORMATION WAS AVAILABLE AT THE TIME OF THE SURVEY. SOURCES OF FURTHER INFORMATION CONCERNING SEVERAL OF THE PROGRAMS ARE APPENDED. (SB)

VT 017 157 ED 068 675
CONSUMER EDUCATION FOR HIGH SCHOOLS.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF CURRICULUM DEVELOPMENT.
DOCUMENT NOT AVAILABLE FROM EDRS.
BOARD OF EDUCATION OF THE CITY OF NEW YORK, PUBLICATIONS SALES OFFICE, 110 LIVINGSTON STREET, BROOKLYN, NEW YORK 11201 ($1.50)
PUB DATE - 69 65P.; 1968-69 SERIES

DESCRIPTORS - *CONSUMER ECONOMICS; *CONSUMER EDUCATION; COURSE CONTENT; *CURRICULUM GUIDES; *HIGH SCHOOL CURRICULUM; LESSON PLANS; MERCHANDISE INFORMATION; MONEY MANAGEMENT; *PURCHASING; URBAN AREAS
IDENTIFIERS - NEW YORK CITY

ABSTRACT - THIS EXPERIMENTAL COURSE OF STUDY FOR HIGH SCHOOL STUDENTS WAS DESIGNED TO PREPARE TEENAGE CONSUMERS TO UNDERSTAND THE CHOICE OF PRODUCTS AND SERVICES OFFERED IN THE MARKETPLACE AND TO MAKE THEIR CHOICES WISELY. BILLIONS OF DOLLARS ANNUALLY ARE SPENT BY TEENAGERS ON MERCHANDISE AND SERVICES. THE NEED FOR A COURSE IN CONSUMER EDUCATION IS SO PRESSING THAT FEDERAL, STATE, AND CITY AGENCIES ARE RECOMMENDING ITS INCLUSION IN SCHOOL CURRICULUMS. THIS BOOKLET PRESENTS PLANS FOR 17 DIFFERENT CONSUMER EDUCATION ELEMENTS, EACH INVOLVING SEVERAL LESSONS. INCLUDED ARE CONSUMER SPENDING, EVALUATION, ATTITUDES, CREDIT, INSURANCE, AND PURCHASING OF A WIDE RANGE OF PRODUCTS. A LIST OF TEACHER RESOURCE MATERIALS IS APPENDED. (MF)

VT 017 159 ED 068 677
WASTE WATER PLANT OPERATORS MANUAL.

WASHINGTON STATE COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION, OLYMPIA.
EDRS PRICE MF-$0.65 HC-$9.87
PUB DATE - 72 259P.

DESCRIPTORS - BIOCHEMISTRY; DISEASE CONTROL; ECOLOGICAL FACTORS; ENVIRONMENTAL TECHNICIANS; EQUIPMENT MAINTENANCE; JOB TRAINING; *MANUALS; *OPERATING ENGINEERING; *SANITATION; TEXTBOOKS; *WASTE DISPOSAL; *WATER POLLUTION CONTROL

ABSTRACT - THIS MANUAL FOR SEWAGE TREATMENT PLANT OPERATORS WAS PREPARED BY A COMMITTEE OF OPERATORS, EDUCATORS, AND ENGINEERS FOR USE AS A REFERENCE TEXT AND HANDBOOK AND TO SERVE AS A TRAINING MANUAL FOR SHORT COURSE AND CERTIFICATION PROGRAMS. SEWAGE TREATMENT PLANT OPERATORS HAVE A RESPONSIBILITY IN WATER QUALITY CONTROL; THEY ARE THE PRINCIPAL ACTORS IN IMPLEMENTING STATE AND FEDERAL STREAM STANDARDS. TREATMENT AS DEFINED IN THIS MANUAL MEANS DISPOSAL OF WASTES CARRIED IN A SEWAGE SYSTEM IN A WAY THAT DOES NOT

CREATE A NUISANCE, INTERFERE WITH AQUATIC LIFE, OR HURT THE WATER OR THE ENVIRONMENT. THE MANUAL INCLUDES CHAPTERS ON TREATMENT PLANT OPERATION, COLLECTION OF SEWAGE, SEWER MAINTENANCE, CHARACTERISTICS OF WASTES AND THEIR TREATMENT, TREATMENT AND DISPOSAL COMPONENT OPERATION, SAMPLING AND TESTING, AND MATHEMATICAL AND OTHER FUNDAMENTAL INFORMATION NEEDED IN THE WORK. (MF)

VT 017 168
DOWDELL, DOROTHY;DOWDELL, JOSEPH
CAREERS IN HORTICULTURAL SCIENCES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07383
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($4.29)
PUB DATE - 69 222P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; RESOURCE MATERIALS; REFERENCE MATERIALS; SECONDARY GRADES; *ORNAMENTAL HORTICULTURE OCCUPATION; INDEPENDENT STUDY; *NURSERY WORKERS (HORTICULTURE); *OCCUPATIONAL INFORMATION; *HORTICULTURE; PLANT SCIENCE; ENTOMOLOGY; PLANT IDENTIFICATION; PLANT PROPAGATION; AGRICULTURE; *CAREER OPPORTUNITIES; EMPLOYMENT OPPORTUNITIES
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THE PURPOSE OF THIS TEXT IS TO INFORM STUDENTS OF GRADES 11 AND 12 OF CAREERS IN HORTICULTURE SCIENCES. COVERING THE FIELD FROM FARM TO LABORATORY AND FROM THE HEARTLAND OF AMERICA TO DISTANT LANDS, THIS BOOK PROVIDES INFORMATION ON EDUCATION, TRAINING, AND FINANCIAL REWARDS IN SUCH SPECIALIZATIONS AS COUNTY AGENT, PEST CONTROL WORKER, RESEARCHER, FOOD PROCESSING SPECIALIST, AND WRITER. A BIBLIOGRAPHY AND A NUMBER OF APPENDIXES LISTING INSTITUTIONS OFFERING TRAINING IN THE MANY ASPECTS OF HORTICULTURE ARE INCLUDED. (PM)

VT 017 169
HOW TO GO ABOUT BUYING A BUSINESS.

KIPLINGER WASHINGTON EDITORS, INC., WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
7307-04620
CHANGING TIMES EDUCATION SERVICE, 1729 H STREET, N.W., WASHINGTON, D.C. 20006
PUB DATE - 71 8P. PMM COLLECTION

DESCRIPTORS - SECONDARY GRADES; POST SECONDARY EDUCATION; CAREER EDUCATION; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; TRADE; BUSINESS ADMINISTRATION; *BUSINESS; *MANAGEMENT; *MANAGEMENT EDUCATION; BUSINESS EDUCATION; LEADERSHIP; CONSUMER EDUCATION; FACILITY GUIDELINES; *PROPERTY APPRAISAL
IDENTIFIERS - CAREER AWARENESS; DECISION MAKING; *ECONOMIC AWARENESS

ABSTRACT - THIS THREE-PART KIT IS DESIGNED TO PROVIDE A CLASSROOM OF 40 STUDENTS IN GRADES 7-10 WITH INFORMATION ABOUT BUYING A BUSINESS. THE KIT INCLUDES: (1) A BRIEF TEACHING GUIDE, (2) A TRANSPARENCY WHICH LISTS SIX CRITERIA TO BE CONSIDERED BEFORE BUYING A BUSINESS, AND (3) 40 COPIES OF A 4-PAGE ARTICLE REPRINT THAT HELPS STUDENTS CLARIFY WHAT THEY NEED TO KNOW BEFORE BUYING A BUSINESS. THE ARTICLE LISTS THE EXPERTS WHO CAN HELP IN A BUSINESS TRANSACTION AND PROVIDES INFORMATION ABOUT HOW MUCH MONEY A POTENTIAL BUYER CAN EXPECT TO PAY NOT ONLY FOR PROPERTY BUT IN INSURANCE AND TAXES. THE ACCOMPANYING TEACHING GUIDE BRIEFLY LISTS KEY CONCEPTS AND QUESTIONS FOR DISCUSSION ALONG WITH SUGGESTED ACTIVITIES FOR STUDENTS. (PM)

VT 017 170
HOW ON EARTH DO WORKING WIVES MANAGE.

KIPLINGER WASHINGTON EDITORS, INC., WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
7307-04618
CHANGING TIMES EDUCATION SERVICE, 1729 H STREET, N.W., WASHINGTON, D.C. 20006
PUB DATE - 71 10P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *WORKING WOMEN; *WORKING PARENTS; FEMALES; FEMINISM; FAMILY LIFE; *FAMILY RELATIONSHIP; FAMILY RESOURCES; *HOME MANAGEMENT; EMPLOYEES; WORK ATTITUDES; *VOCATIONAL ADJUSTMENT
IDENTIFIERS - ATTITUDES APPRECIATIONS; SELF AWARENESS

ABSTRACT - THIS THREE-PART KIT IS DESIGNED TO PROVIDE A CLASSROOM OF 40 STUDENTS IN GRADES 9-12 WITH INFORMATION ON THE REWARDS AND FRUSTRATIONS OF BEING A WORKING HOMEMAKER. THE KIT INCLUDES: (1) A BRIEF TEACHING GUIDE WHICH LISTS COGNITIVE AND AFFECTIVE GOALS AND SUGGESTS ACTIVITIES IN AND BEYOND THE CLASSROOM, (2) A TRANSPARENCY WHICH SHOWS HOW A HUSBAND SHARES THE WORK WHEN HIS WIFE IS AT HOME COMPARED TO WHEN SHE WORKS, AND (3) 40 COPIES OF A 4-PAGE ARTICLE REPRINT WHICH SUMMARIZES THE RESPONSES OF SEVERAL WORKING MOTHERS TO AN INTERVIEW BY "CHANGING TIMES MAGAZINE." ACCORDING TO THE ARTICLE, THE MAJOR PROBLEMS WORKING WIVES ENCOUNTER ARE HOW TO COMBINE HOME RESPONSIBILITIES WITH JOB DEMANDS AND HOW TO FIND EXTRA TIME FOR CHILDREN AS WELL AS HOUSEHOLD DUTIES. THE ARTICLE ALSO DISCUSSES THE REASONS WOMEN WORK AND INDICATES THAT HOME AND JOB CAN BE SUCCESSFULLY COMBINED. (PM)

VT 017 171
HIRE AN EMPLOYMENT AGENCY TO FIND YOU A JOB.

KIPLINGER WASHINGTON EDITORS, INC., WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
7307-04619
CHANGING TIMES EDUCATION SERVICE, 1729 H STREET, N.W., WASHINGTON, D.C. 20006
PUB DATE - 72 10P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; SECONDARY GRADES; OCCUPATIONAL CHOICE; *JOB PLACEMENT; *EMPLOYMENT SERVICES; EMPLOYMENT COUNSELORS; CAREER OPPORTUNITIES; EMPLOYMENT OPPORTUNITIES; *JOB APPLICANTS; *JOB APPLICATION
IDENTIFIERS - *ECONOMIC AWARENESS; CAREER AWARENESS

ABSTRACT - THIS THREE-PART KIT IS DESIGNED TO

PROVIDE A CLASSROOM OF 40 STUDENTS IN GRADES 7-10 WITH INFORMATION ABOUT EMPLOYMENT AGENCIES. THE KIT INCLUDES: (1) A BRIEF TEACHING GUIDE, (2) A TRANSPARENCY WHICH SHOWS SEVEN PLACES TO LOOK FOR A JOB, AND (3) 40 COPIES OF A 4-PAGE REPRINT THAT DESCRIBES THE FUNCTION OF PRIVATE EMPLOYMENT AGENCIES. THE ARTICLE TELLS STUDENTS HOW TO CHOOSE A RELIABLE AGENCY, THE SORT OF FEES AND CONTRACTS THEY CAN EXPECT TO ENTER, AND THE BEST WAY TO WORK WITH EMPLOYMENT AGENCIES. THE DIFFERENCE BETWEEN A JOB COUNSELING FIRM AND AN EMPLOYMENT AGENCY IS ALSO DISCUSSED. FINALLY, A BRIEF PARAGRAPH INFORMS STUDENTS HOW TO PROCEED IF AN EMPLOYMENT AGENCY FAILS TO MEET THE STANDARDS OF THE NATIONAL EMPLOYMENT ASSOCIATION IN WASHINGTON, D.C. THE ACCOMPANYING TEACHERS GUIDE SUGGESTS TOPICS FOR DISCUSSION ALONG WITH THE CONCEPTS AND GENERALIZATIONS, VALUES, AND ATTITUDES WHICH MIGHT BE DEVELOPED FROM THE READING. (PM)

VT 017 172
JOBS: AN UPDATED LOOK INTO THE FUTURE.

KIPLINGER WASHINGTON EDITORS, INC., WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
7307-04617
CHANGING TIMES EDUCATION SERVICE, 1729 H STREET, N.W., WASHINGTON, D.C. 20006
PUB DATE - 71 8P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; SECONDARY GRADES; *JOB MARKET; *MANPOWER NEEDS; OCCUPATIONAL SURVEYS; LABOR SUPPLY; EMPLOYMENT OPPORTUNITIES; PROFESSIONAL OCCUPATIONS; LABOR FORCE; OCCUPATIONAL CHOICE; *OCCUPATIONAL GUIDANCE; SERVICE OCCUPATIONS; *OCCUPATIONAL INFORMATION; *EMPLOYMENT PROJECTIONS
IDENTIFIERS - CAREER AWARENESS; *ECONOMIC AWARENESS

ABSTRACT - THIS THREE-PART KIT IS DESIGNED TO PROVIDE A CLASSROOM OF 40 STUDENTS IN GRADES 7-10 WITH INFORMATION ABOUT THE JOB MARKET OUTLOOK FOR 1980. THE KIT INCLUDES: (1) A BRIEF TEACHING GUIDE WHICH LISTS KEY CONCEPTS, QUESTIONS FOR DEVELOPMENT AND DISCUSSION, AND SUGGESTED ACTIVITIES, (2) A TRANSPARENCY WHICH SHOWS THE OCCUPATIONAL OUTLOOK FOR 1980 IN NINE JOB CATEGORIES, AND (3) 40 COPIES OF A 4-PAGE ARTICLE REPRINT SUMMARIZING INFORMATION FROM THE U.S. DEPARTMENT OF LABOR'S "OCCUPATIONAL OUTLOOK HANDBOOK" WHICH LISTS OVER 700 JOBS AND PREDICTS THEIR GROWTH POTENTIAL FOR THE PERIOD 1970-1980. THE JOB CATEGORIES THAT ARE EXPECTED TO EXPERIENCE THE MOST GROWTH ARE THOSE IN PROFESSIONAL AND RELATED FIELDS AND THOSE IN THE SERVICE FIELDS. THE ARTICLE LISTS SEVERAL JOBS WITHIN THESE TWO CATEGORIES WHICH SEEM MOST PROMISING FROM A CAREER GUIDANCE POINT OF VIEW. (PM)

VT 017 173
BROOKING, WALTER J., ED.
CAREER OPPORTUNITIES--ENGINEERING TECHNICIANS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7227-08319
J.G. FERGUSON PUBLISHING CO., 6 N. MICHIGAN AVE., CHICAGO, IL 60602 ($11.95)
PUB DATE - 69 386P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; EMPLOYMENT QUALIFICATIONS; INDUSTRIAL EDUCATION; CONSTRUCTION (PROCESS); TECHNOLOGICAL ADVANCEMENT; TRANSPORTATION; COMMUNICATIONS; *SUBPROFESSIONALS; *TECHNICAL OCCUPATIONS; ELECTRONIC TECHNICIANS; PRODUCTION TECHNICIANS; METALLURGICAL TECHNICIANS; *CAREER OPPORTUNITIES; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS TEXT DESCRIBES PROGRAMS IN 23 DIFFERENT ENGINEERING FIELDS OFFERED THROUGHOUT THE UNITED STATES IN TECHNICAL INSTITUTES, COMMUNITY COLLEGES, AND AREA VOCATIONAL SCHOOLS. THE ROLE OF THE TECHNICIAN, HIS EDUCATION, JOB PREPARATION, EMPLOYMENT OPPORTUNITIES, AND CAREER POSSIBILITIES ARE EXPLORED. A DIRECTORY OF SCHOOLS BY STATE, INCLUDES INFORMATION ON PROGRAMS OFFERED AND SCHOOL NAME AND ADDRESS FOR STUDENT, PARENT AND COUNSELOR USE. (PM)

VT 017 191
LAWS, LEE
ELEMENTARY GUIDE FOR CAREER DEVELOPMENT AND DISCUSSION GUIDE FOR CAREER TRANSPARENCIES, GRADES 1-6.

EDUCATION SERVICE CENTER REGION 13, AUSTIN, TEX.
DOCUMENT NOT AVAILABLE FROM EDRS.
CVTE-000199-X-CCEM
PUB DATE - 70 367P. PAES COLLECTION

DESCRIPTORS - *RESOURCE GUIDES; *CAREER EDUCATION; *ELEMENTARY GRADES; CONCEPTUAL SCHEMES; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; *DISCUSSION (TEACHING TECHNIQUE); *TRANSPARENCIES; COLOR PRESENTATION; OCCUPATIONAL GUIDANCE; HUMANITIES; VOCATIONAL DEVELOPMENT; CLASSROOM GAMES; DEVELOPMENTAL PROGRAMS; STUDENT EVALUATION; SELF CONCEPT
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS

ABSTRACT - INCLUDED IN THIS CARRYING CASE OF MATERIALS FOR A CAREER EDUCATION PROGRAM FOR THE ELEMENTARY GRADES ARE: (1) A COLOR-KEYED RESOURCE GUIDE WHICH CONTAINS A CONCEPTUAL FRAMEWORK FOR A CAREER DEVELOPMENT PROGRAM WITH LEARNING ACTIVITIES, LINE DRAWINGS, LISTS, RESOURCE AND REFERENCE LISTS, EDUCATIONAL OBJECTIVES WITH MONTHLY UNITS FOR EACH GRADE LEVEL, AND A DETAILED PROGRAM RATIONALE, (2) A SEPARATE DISCUSSION GUIDE CORRELATED WITH COLOR TRANSPARENCIES DEALING WITH CAREER EDUCATION, INCLUDING A FOLD-OUT GAME FOR STUDENT EVALUATION PURPOSES, AND (3) OVER 40 COLOR TRANSPARENCIES. INTENDED FOR USE BY COUNSELORS AND TEACHERS, THESE OCCUPATIONAL GUIDANCE MATERIALS WERE DEVELOPED BY A COUNSELING AND GUIDANCE COORDINATOR FOR AN EDUCATIONAL SERVICE CENTER IN TEXAS WITH THE AID OF AN EDUCATIONAL WRITER AND A MEDIA SPECIALIST. FOCUSING ON THE HUMANITIES IN AN INTEGRATED CAREER DEVELOPMENT PROGRAM, SITUATIONS INVOLVING VOCATIONAL ATTITUDES OR PROBLEMS ARE PRESENTED FOR THE PURPOSE OF SELF-DEVELOPMENT

AND CAREER AWARENESS. (AG)

VT 017 201
BOLTON, DALE L., ED.
THE USE OF SIMULATION IN EDUCATIONAL ADMINISTRATION. MERRILL'S SERIES FOR EDUCATIONAL ADMINISTRATION.

DOCUMENT NOT AVAILABLE FROM EDRS.
5054-06669
CHARLES E. MERRILL PUBLISHING CO., 1300 ALUM CREEK DR., COLUMBUS, OH 43216
PUB DATE - 71 305P. PMM COLLECTION

DESCRIPTORS - PROFESSIONAL PERSONNEL; MANAGEMENT; ADMINISTRATIVE PERSONNEL; EDUCATIONAL METHODS; *EDUCATIONAL ADMINISTRATION; TEACHING TECHNIQUES; TEACHING METHODS; *SIMULATION; *ADMINISTRATOR ROLE; ADMINISTRATOR EDUCATION; ROLE PLAYING; SIMULATED ENVIRONMENT; SIMULATORS; *SUPPLEMENTARY TEXTBOOKS

ABSTRACT - THE INTENT OF THIS BOOK IS TO PROVIDE THE PROFESSOR OF EDUCATIONAL ADMINISTRATION AND GRADUATE WITH A BROAD RANGE OF SIMULATION TECHNIQUES CURRENTLY IN USE. MANY OF THE SIMULATION TECHNIQUES DESCRIBED HAVE BEEN USED IN IN-SERVICE SETTINGS AS WELL AS PRE-SERVICE UNIVERSITY COURSES. RECENT PROJECTS AND ACTIVITIES THAT ALLOW THE SIMULATION OF REAL-WORLD EVENTS ARE DESCRIBED AND DISCUSSED, AND THE SIMULATIONS MAY BE USED FOR RESEARCH AND/OR INSTRUCTIONAL PURPOSES. (PM)

VT 017 272
HENKIOD, LORRAINE
I KNOW A ZOOKEEPER. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03034
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 69 47P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; PRIMARY GRADES; *ANIMAL CARETAKERS; ANIMAL FACILITIES; *ZOOS; *VETERINARY ASSISTANTS; VETERINARY MEDICINE; ANIMAL SCIENCE; *WILDLIFE MANAGEMENT; STORY READING; *OCCUPATIONAL INFORMATION; SERVICES
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - PART OF THE COMMUNITY HELPER SERIES, THIS BRIEF BOOK NOT ONLY DESCRIBES SOME OF THE DUTIES OF A ZOO DIRECTOR AND ANIMAL KEEPER, BUT ALSO PROVIDES EXTENSIVE INFORMATION ABOUT DIFFERENT TYPES OF ANIMALS. AS A CLASS OF CHILDREN VISITS THE ZOO THEY SEE JAGUAR CUBS, MONKEYS, POLAR BEARS, A KANGAROO THAT NEEDS A SHOT OF PENICILLIN, A BOA CONSTRICTOR, AN OSTRICH, SEALS, AND BABY GORILLAS. A GLOSSARY AT THE END OF THE STORY BRIEFLY REVIEWS SOME OF THE NEW WORDS ENCOUNTERED IN THE TEXT. THE BOOK IS AMPLY ILLUSTRATED IN BLACK AND WHITE DRAWINGS. (PM)

VT 017 273
SMITH, FRANCES C.
MEN AT WORK IN ALASKA. THE MEN AT WORK SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03111
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 67 127P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SOCIAL SCIENCES; INSTRUCTIONAL MATERIALS; SUPPLEMENTARY READING MATERIALS; ELEMENTARY GRADES; *OCCUPATIONAL INFORMATION; *JOBS; *NATURAL RESOURCES; FORESTRY; FISHERIES; *GUIDANCE; ESKIMOS; TECHNICAL OCCUPATIONS; SEMISKILLED OCCUPATIONS; SKILLED OCCUPATIONS; GEOGRAPHY; *EMPLOYMENT OPPORTUNITIES
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS; *ALASKA

ABSTRACT - THIS BOOK PROVIDES A GENERAL DESCRIPTION OF THE PEOPLE AND RESOURCES OF THE STATE OF ALASKA. ALTHOUGH MILITARY EMPLOYMENT MAKES UP THE LARGEST SINGLE SOURCE OF PERSONAL INCOME IN ALASKA, THE NATURAL RESOURCES OF THE STATE PROVIDE A BROAD SPECTRUM OF JOBS IN FISHING, MINING, LOGGING, FUR TRAPPING, AND FARMING. TOURISM IS ALSO A MAJOR JOB SOURCE IN THE STATE. THE AUTHOR ALSO COMMENTS ON ESKIMO INDUSTRY IN THE STATE. THE TEXT IS ILLUSTRATED WITH BLACK AND WHITE PHOTOGRAPHS. (PM)

VT 017 274
BUCHHEIMER, NAOMI
I KNOW A RANGER. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03029
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 71 47P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; LANGUAGE ARTS; SUPPLEMENTARY READING MATERIALS; PRIMARY GRADES; SERVICES; GOVERNMENT EMPLOYEES; *FORESTRY; FORESTRY AIDES; *FORESTRY OCCUPATIONS; VOCATIONAL AGRICULTURE; *CAMPING; *RECREATIONAL ACTIVITIES; *OCCUPATIONAL INFORMATION; STORY READING
IDENTIFIERS - EDUCATIONAL AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - PART OF THE COMMUNITY HELPER BOOK SERIES, THIS BOOK TELLS THE STORY OF A BOY AND HIS FATHER WHO VISIT YELLOWSTONE NATIONAL PARK. DURING THE COURSE OF THE VISIT, THE BOY LEARNS A GOOD DEAL ABOUT THE DIFFERENT SORTS OF ACTIVITIES THAT A FOREST RANGER IS CALLED ON TO PERFORM. THERE IS MUCH INCIDENTAL INFORMATION ABOUT THE GEOLOGICAL FEATURES AND WILD LIFE OF YELLOWSTONE PARK. A BRIEF PICTURE GLOSSARY REVIEWS THE TEXT. (PM)

VT 017 276
LENT, HENRY B.
MEN AT WORK IN THE SOUTH. THE MEN AT WORK SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03118
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 69 127P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; INDUSTRY; AGRICULTURE; *SOCIAL SCIENCES; ELEMENTARY GRADES; *AREA STUDIES; UNSKILLED

WORKERS; SKILLED WORKERS; SERVICE WORKERS; *SOCIAL STUDIES; ACADEMIC EDUCATION; GEOGRAPHIC LOCATION; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK IS DESIGNED TO AID STUDENTS IN GRADES 4-6 IN A SOCIAL SCIENCE CURRICULUM. IT PRESENTS AN OVERALL VIEW OF OCCUPATIONS THAT HAVE DEVELOPED RECENTLY IN NINE SOUTHERN STATES, AN AREA WHICH WAS ONCE KNOWN MAINLY AS A FARMING AREA. FOR EXAMPLE, THERE ARE NOW JOBS FOR ATOMIC, CHEMICAL AND ELECTRONIC RESEARCH AND AT LAUNCHING PADS FOR SPACE FLIGHTS. OTHER OCCUPATIONS DISCUSSED ARE IN THE MINING, OIL EXPLORATION, VACATION RESORTS AND SHIPBUILDING INDUSTRIES. CAREER AWARENESS, ATTITUDES AND APPRECIATIONS ARE EMPHASIZED. (PM)

VT 017 277
NATHAN, EMILY
I KNOW A FARMER. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03018
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 70 46P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; ELEMENTARY GRADES; *SUPPLEMENTARY READING MATERIALS; SHORT STORIES; *STORY READING; *CAREERS; *FARMERS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - ONE OF G.P. PUTNAM'S SONS' COMMUNITY HELPER BOOKS FOR GRADES 2-3, THE STORY IS TOLD IN WORDS AND PICTURES OF A BOY WHO SPENDS THE SUMMER ON HIS UNCLE'S FARM. FARM CHORES AND ROUTINES ARE EMPHASIZED. (PM)

VT 017 279
GRAY, GENEVIEVE
I KNOW A BUS DRIVER. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03016
G.P. PUTNAM'S SONS, 210 MADISON AVE. NEW YORK, NY 10016
PUB DATE - 72 47P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY READING MATERIALS; STORY READING; SHORT STORIES; CAREERS; ELEMENTARY GRADES; CAREER OPPORTUNITIES; *TRANSPORTATION; *SERVICE VEHICLES; *SERVICE OCCUPATIONS; *OCCUPATIONAL INFORMATION; VOCABULARY DEVELOPMENT
IDENTIFIERS - CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - ONE OF A SERIES OF BOOKS FOR GRADES 2 AND 3 WHICH DESCRIBE THE ROLES OF COMMUNITY HELPERS, THIS IS THE STORY IN WORDS AND PICTURES OF A SMALL BOY WHOSE BUS DRIVER FRIEND SHOWS HIM THE ROUTINES AND PROCEDURES OF A CITY'S BUS SYSTEM. A PICTURE GLOSSARY HELPS TO REVIEW NEW VOCABULARY INTRODUCED IN THE TEXT. (PM)

VT 017 280
WILLIAMS, BARBARA
I KNOW A BANK TELLER. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03015
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 68 48P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; *OCCUPATIONAL INFORMATION; CAREER EDUCATION; PRIMARY GRADES; *BANKING; SERVICES; VOCABULARY DEVELOPMENT; STORY READING; *BUSINESS
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS TEXT, ONE OF A SERIES OF BOOKS DEPICTING THE ROLES OF COMMUNITY HELPERS, FOCUSES ON THE OCCUPATION OF BANK TELLER. PERSPECTIVES OF THE OCCUPATION ARE PRESENTED IN A STORY FORMAT, AND A PICTURE GLOSSARY HELPS TO REVIEW NEW VOCABULARY INTRODUCED IN THE TEXT. (PM)

VT 017 281
WILLIAMS, BARBARA
I KNOW A POLICEMAN. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03027
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 66 45P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *LAW ENFORCEMENT; *POLICE; EMPLOYMENT OPPORTUNITIES; PRIMARY GRADES; GOVERNMENT EMPLOYEES
IDENTIFIERS - CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS TEXT, ONE OF A SERIES DEPICTING THE ROLES OF COMMUNITY HELPERS, FOCUSES ON THE OCCUPATION OF POLICE OFFICER. PERSPECTIVES OF THE OCCUPATION ARE PRESENTED IN STORY FORMAT, AND A PICTURE GLOSSARY HELPS TO REVIEW NEW VOCABULARY INTRODUCED IN THE TEXT. (PM)

VT 017 282
SCHIMA, MARILYN R.;BOLIAN, POLLY
I KNOW A NURSE. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03026
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 68 47P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; CAREER EDUCATION; *OCCUPATIONAL INFORMATION; PRIMARY GRADES; *NURSING; *CAREER OPPORTUNITIES; EMPLOYMENT OPPORTUNITIES; *NURSES; HUMAN SERVICES
IDENTIFIERS - CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS TEXT, ONE OF A SERIES DEPICTING THE ROLES OF COMMUNITY HELPERS, FOCUSES ON THE OCCUPATION OF NURSE. PERSPECTIVES OF THE NURSING OCCUPATION ARE

DISCUSSED AND ILLUSTRATED, AND A PICTURE GLOSSARY HELPS TO REVIEW NEW VOCABULARY INTRODUCED IN THE TEXT. (PM)

VT 017 283
WILLIAMS, BARBARA
I KNOW A FIREMAN. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03019
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 67 47P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY READING MATERIALS; STORY READING; *CAREERS; ELEMENTARY GRADES; CAREER OPPORTUNITIES; *FIRE FIGHTERS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - ONE OF A SERIES DEPICTING THE ROLES OF COMMUNITY HELPERS, THIS BOOK TELLS THE STORY IN WORDS AND PICTURES OF A SMALL BOY WHO GOES TO THE FIREHOUSE AND OBSERVES THE ROUTINES, PROCEDURES, AND EQUIPMENT USED BY FIREMEN. A PICTURE GLOSSARY HELPS TO REVIEW NEW VOCABULARY INTRODUCED IN THE TEXT. (PM)

VT 017 285
WILLIAMS, BARBARA
I KNOW A MAYOR. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03024
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 67 47P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; ELEMENTARY GRADES; *SUPPLEMENTARY READING MATERIALS; *SHORT STORIES; STORY READING; *CAREERS; GOVERNMENT (ADMINISTRATIVE BODY); ADMINISTRATIVE AGENCIES; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - ONE OF A SERIES OF BOOKS DEPICTING COMMUNITY HELPERS, THIS IS THE STORY IN WORDS AND PICTURES OF YOUNG STUDENTS MEETING THE MAYOR OF A CITY. THE BOOK IS DESIGNED FOR GRADES 2 AND 3. (PM)

VT 017 287
HENRIOD, LORRAINE
I KNOW A NEWSPAPER REPORTER. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03025
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 71 47P. PMM COLLECTION

DESCRIPTORS - *NEWS MEDIA; *NEWSPAPERS; CAREER EDUCATION; *SUPPLEMENTARY READING MATERIALS; STORY READING; *CAREERS; ELEMENTARY GRADES; CAREER OPPORTUNITIES; *OCCUPATIONAL INFORMATION; GUIDANCE; WHITE COLLAR OCCUPATIONS
IDENTIFIERS - CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - ONE OF A SERIES OF BOOKS DEPICTING THE ROLES OF COMMUNITY HELPERS, THIS IS THE STORY OF A SMALL GIRL WHO IS ALLOWED TO VISIT A NEWSPAPER OFFICE. ROUTINES AND TECHNIQUES OF LARGE OFFICES ARE EMPHASIZED, AND A PICTURE GLOSSARY HELPS TO REVIEW NEW VOCABULARY INTRODUCED IN THE TEXT. (PM)

VT 017 288
WILLIAMS, BARBARA
I KNOW A GARAGEMAN. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03020
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 68 47P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; CAREER EDUCATION; EDUCATIONAL RESOURCES; PRIMARY GRADES; *OCCUPATIONAL INFORMATION; *AUTO MECHANICS; SERVICES; STORY READING; *AUTO MECHANICS (OCCUPATION); SKILLED WORKERS
IDENTIFIERS - CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUPPLEMENTARY REFERENCE READING TEXT FOR PRIMARY GRADE STUDENTS FOCUSES ON THE OCCUPATION OF GARAGEMAN. THE BOOK SERVES TO MAKE THE STUDENT AWARE OF HIS COMMUNITY AND SERVES AS CAREER EDUCATION GUIDANCE MATERIAL FOR INDIVIDUAL OR GROUP USE. (PM)

VT 017 290
IRITANI, CHIKA A.
I KNOW AN ANIMAL DOCTOR. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03036
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 70 47P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *LANGUAGE ARTS; *SUPPLEMENTARY READING MATERIALS; PRIMARY GRADES; VETERINARY ASSISTANTS; *VETERINARY MEDICINE; TECHNICAL OCCUPATIONS; *ANIMAL SCIENCE; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - PART OF A SERIES DEPICTING THE ROLES OF COMMUNITY HELPERS THIS BOOK TELLS THE STORY OF MIKE AND HIS DOG HAPPY WHO INJURES HIS PAW AND MUST BE TAKEN TO THE VETERINARIAN. WHILE THE DOG RECOVERS FROM MINOR SURGERY, MIKE IS GIVEN A TOUR OF THE ANIMAL HOSPITAL. HE LEARNS THAT CATS AND DOGS HAVE MEDICAL PROBLEMS SIMILAR TO PEOPLE, INCLUDING NEEDING TO HAVE THEIR TEETH CLEANED. THE VETERINARIAN TELLS MIKE THE PROPER DIET AND HEALTH CARE FOR A HEALTHY DOG. A SHORT PICTURE GLOSSARY REVIEWS SOME OF THE NEW WORDS INTRODUCED IN THE STORY. (PM)

VT 017 291
HENRIOD, LORRAINE
I KNOW A POSTMAN. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03028

G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 67 47P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; *OCCUPATIONAL INFORMATION; CAREER EDUCATION; PRIMARY GRADES; SERVICES; *GOVERNMENT EMPLOYEES; EMPLOYMENT OPPORTUNITIES; *CLERICAL WORKERS
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS TEXT, ONE OF A SERIES DEPICTING THE ROLES OF COMMUNITY HELPERS, FOCUSES ON THE OCCUPATION OF POSTMAN. PERSPECTIVES OF THE OCCUPATION ARE PRESENTED IN A STORY FORMAT, AND A PICTURE GLOSSARY HELPS TO REVIEW NEW VOCABULARY INTRODUCED IN THE TEXT. (PM)

VT 017 292
STANEK, MURIEL
I KNOW AN AIRLINE PILOT. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03035
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 69 47P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; *OCCUPATIONAL INFORMATION; CAREER EDUCATION; PRIMARY GRADES; *AIRCRAFT PILOTS; AVIATION VOCABULARY; HUMAN SERVICES; VOCABULARY DEVELOPMENT
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS TEXT, ONE OF A SERIES DEPICTING THE ROLES OF COMMUNITY HELPERS, FOCUSES ON THE OCCUPATION OF AIRCRAFT PILOT IN A STORY FORMAT. A PICTURE GLOSSARY HELPS TO REVIEW NEW VOCABULARY INTRODUCED IN THE TEXT. (PM)

VT 017 298
BILLINGS, HENRY
CONSTRUCTION AHEAD.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03080
VIKING PRESS, INC., 625 MADISON AVE., NEW YORK, NY 10022
PUB DATE - 65 160P. PMM COLLECTION; 1965 EDITION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; INTERMEDIATE GRADES; INDUSTRY; CONSTRUCTION (PROCESS); INDUSTRIAL TECHNOLOGY; *ROAD CONSTRUCTION; *CIVIL ENGINEERING; LAND USE; GUIDANCE; ILLUSTRATIONS; SUPPLEMENTARY READING MATERIALS; UNITED STATES HISTORY; SOCIAL STUDIES; OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN FOR STUDENTS IN GRADES 4-6, THIS BOOK ILLUSTRATES 300 YEARS OF ROAD-MAKING IN AMERICA AS EPITOMIZED IN THE STORY OF NEW YORK ROUTE 199. THE READER FOLLOWS IT FROM DEER, INDIAN, AND PACK TRAIL THROUGH MUD ROAD AND "CORDUROY" TO MACADAM AND FINALLY THE ASPHALT AND STEEL BRIDGES AND CULVERTS OF THE NEW HIGHWAY THAT CAN TAKE EIGHT THOUSAND CARS A DAY. DETAILED DESCRIPTIONS AND SEVERAL PICTURES SHOW THE EXACT AND DIFFICULT WORK DONE BY MEN AND MACHINES, FROM THE FIRST SCALE DRAWINGS FOR EVERY FOOT OF THE ROAD TO THE FINAL LAYING OF THE "TOP" AND THE LANDSCAPING OF SHOULDERS, DITCHES, AND EMBANKMENTS. (PM)

VT 017 305
COLBY, C.B.
THE NATIONAL GUARD: PURPOSE, TRAINING, AND EQUIPMENT.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03121
COWARD, MCCANN & GEOGHEGAN, INC., 200 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 68 48P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *GUIDANCE; INDEPENDENT STUDY; *MILITARY TRAINING; NATIONAL DEFENSE; *SEMISKILLED OCCUPATIONS; *MILITARY PERSONNEL; *OCCUPATIONAL INFORMATION; SKILLED OCCUPATIONS
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK, FOR GRADES 7-9, PRESENTS THE STUDENT WITH AN OPPORTUNITY TO SEE NATIONAL GUARDSMEN IN TRAINING AND ON DUTY. VARIOUS ASSIGNMENTS AND ACTIVITIES, AS WELL AS WEAPONS AND VEHICLES, ARE DISCUSSED. BLACK AND WHITE PHOTOGRAPHS ILLUSTRATE EACH PAGE. (PM)

VT 017 306
COLBY, C.B.
SECRET SERVICE: HISTORY, DUTIES AND EQUIPMENT.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03127
COWARD, MCCANN & GEOGHEGAN, INC., 200 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 66 48P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; RESOURCE MATERIALS; *CAREER OPPORTUNITIES; GUIDANCE; CAREER EDUCATION; SECONDARY GRADES; ELEMENTARY GRADES; *GOVERNMENT EMPLOYEES; POLICE; FEDERAL GOVERNMENT; HUMAN SERVICES; *POLICE ACTION; LAWS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK IS DESIGNED TO STIMULATE STUDENT INTEREST IN A CAREER IN THE U.S. SECRET SERVICE AND INSTILL AN UNDERSTANDING OF THE PROBLEMS, DUTIES AND RESPONSIBILITIES OF LAW ENFORCEMENT OFFICIALS. IT IS DIRECTED TOWARD STUDENTS IN GRADES 6-8 AND INCLUDES CHAPTERS ON SELF DEFENSE, COUNTERFEITING, SURVEILLANCE AND COURTROOM PROCEDURES. THREE PRINCIPLES ARE STRESSED: EDUCATIONAL AWARENESS, CAREER AWARENESS, AND ATTITUDES AND APPRECIATIONS. (PM)

VT 017 307
COLBY, C.B.
THE SIGNAL CORPS TODAY: ITS ROLE IN MODERN WARFARE.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03129
COWARD, MCCANN & GEOGHEGAN, INC., 200 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 66 48P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; RESOURCE MATERIALS; CAREER INFORMATION; GUIDANCE; CAREER EDUCATION; GRADE 6; GRADE 7; GRADE 8; SERVICES; GOVERNMENT EMPLOYEES; *MILITARY PERSONNEL; TECHNICAL OCCUPATIONS; *ELECTRONIC TECHNICIANS; SKILLED WORKERS; *ELECTRONICS; ELECTRICAL OCCUPATIONS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK IS DESIGNED TO STIMULATE STUDENT INTEREST IN A CAREER IN THE U.S. ARMY SIGNAL CORPS. IT IS DIRECTED AT STUDENTS IN GRADES 6-8, AND EXAMINES THE ROLE OF THE SIGNAL CORPS PERSONNEL IN MODERN WARFARE. DUTIES, RESPONSIBILITIES AND TRAINING ARE DISCUSSED AND EXPLAINED IN CHAPTERS SUCH AS PIONEER IN TV TRAINING, REPAIR VAN IN THE FIELD, AND FIELD SURVEILLANCE RADAR. THREE PRINCIPLES, EDUCATIONAL AWARENESS, CAREER AWARENESS, AND ATTITUDES AND APPRECIATIONS, ARE STRESSED. (PM)

VT 017 308
COLBY, C.B.
ASTRONAUTS IN TRAINING: HOW OUR ASTRONAUTS PREPARE FOR SPACE EXPLORATION.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03077
COWARD, MCCANN & GEOGHEGAN, INC., 200 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 69 48P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; ELEMENTARY GRADES; ILLUSTRATIONS; INDEPENDENT STUDY; *AEROSPACE EDUCATION; *LUNAR RESEARCH; SPACE SCIENCES; *AEROSPACE TECHNOLOGY; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - DESIGNED FOR GRADES 4-6, THIS SUPPLEMENTARY TEXT DESCRIBES AND ILLUSTRATES WITH PHOTOGRAPHS EACH STEP IN TRAINING FOR A MOON FLIGHT. BEGINNING WITH A PHYSICAL FITNESS EXAMINATION, IT FOLLOWS THE TRAINING COURSES THROUGH REHEARSALS AND THE ACTUAL SPACE FLIGHT, THE LANDING ON THE MOON, THE RETURN TO EARTH, AND RECOVERY. (PM)

VT 017 315
ROWLAND, FLORENCE WIGHTMAN
LET'S GO TO A HOSPITAL. LET'S GO SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03051
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 68 45P. PMM COLLECTION

DESCRIPTORS - READING MATERIALS; CAREER INFORMATION; LANGUAGE ARTS; CAREER EDUCATION; *OCCUPATIONAL INFORMATION; PRIMARY GRADES; MEDICAL SERVICES; HEALTH SERVICES; HEALTH OCCUPATIONS; *HOSPITALS; HEALTH FACILITIES; *PARAMEDICAL OCCUPATIONS; *HOSPITAL PERSONNEL
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK PROVIDES OCCUPATIONAL INFORMATION FOR STUDENTS IN THE SECOND AND THIRD GRADES, AND INTRODUCES THEM TO THE INTERNAL STRUCTURE OF A HOSPITAL, FOCUSING ON PERSONNEL AND PROCEDURES. IT DISCUSSES VARIOUS HOSPITAL OCCUPATIONS, SUCH AS THE DOCTOR, THE NURSE, X-RAY TECHNICIAN, ADMINISTRATORS, AND THEIR STAFFS. THEIR DUTIES AND RESPONSIBILITIES ARE ALSO EXAMINED. IN ADDITION, IT EMPHASIZES TWO MAIN PRINCIPLES, CAREER AWARENESS AND ATTITUDES AND APPRECIATIONS. (PM)

VT 017 316
PERKINS, LYNN
LET'S GO TO A PAPER MILL. LET'S GO SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03054
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 69 47P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; READING MATERIALS; PRIMARY GRADES; *MANUFACTURING; *PRODUCTION TECHNIQUES; PRODUCTION TECHNICIANS; *CHEMICAL INDUSTRY; *PAPER (MATERIAL); STORY READING; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - DESIGNED FOR BEGINNING READERS, THIS BOOK FOLLOWS THE PRODUCTION OF PAPER PROCESS FROM WOOD CHIPS TO THE MIXTURE OF PAPER PULP AND THE ACTUAL PRODUCTION OF SHEETS OF PAPER. KEY TERMS ARE USED IN THE TEXT AND ALSO APPEAR IN A GLOSSARY AT THE END OF THE STORY. THERE ARE OCCASIONAL HISTORICAL DIGRESSIONS TO EXPLAIN THE DEVELOPMENT OF PAPER-MAKING AND PRINTING PROCESSES. THE BOOK CONCLUDES WITH A SECTION ON HOW TO MAKE PAPER YOURSELF WHICH HAS BEEN DESIGNED FOR YOUNGER CHILDREN. A LIST OF SUGGESTED ACTIVITIES AND A LIST OF OTHER BOOKS ABOUT PAPER ARE INCLUDED. (PM)

VT 017 317
MITCHELL, BARBARA
LET'S GO TO THE PEACE CORPS. LET'S GO SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03065
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 68 48P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY READING MATERIALS; ELEMENTARY GRADES; SERVICES; PEACE; *GOVERNMENT EMPLOYEES; FOREIGN RELATIONS; DEVELOPING NATIONS; TECHNICAL ASSISTANCE; *TEACHING; STORY READING; *HUMAN RELATIONS; *FOREIGN COUNTRIES; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS; EDUCATIONAL AWARENESS; *PEACE CORPS (THE)

ABSTRACT - THIS BRIEF, ATTRACTIVELY ILLUSTRATED BOOK INTRODUCES ELEMENTARY SCHOOL CHILDREN TO THE PEACE CORPS AND TO THE

TRAINING REQUIRED TO BECOME A PEACE CORPS VOLUNTEER IN THE PHILIPPINES. A MAP OF THE PHILIPPINES IS INCLUDED ALONG WITH A GOOD DEAL OF INCIDENTAL INFORMATION ABOUT THE PEOPLE AND CULTURE OF THE ISLANDS. SEVERAL FILIPINO WORDS APPEAR IN THE TEXT AND ARE INCLUDED IN A GLOSSARY AT THE END OF THE BOOK. A LIST OF SUGGESTED ACTIVITIES AND A BIBLIOGRAPHY OF OTHER BOOKS ABOUT THE PEACE CORPS ARE INCLUDED. (PM)

VT 017 318
EVANS, J.A.
I KNOW A TRUCKDRIVER. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03032
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 70 48P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; ELEMENTARY GRADES; SOCIAL SCIENCES; *LANGUAGE ARTS; *SERVICE VEHICLES; *VOCABULARY DEVELOPMENT; ILLUSTRATIONS; *OCCUPATIONAL INFORMATION; *TRANSPORTATION; MOTOR VEHICLES; STORY READING
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS TEXT, ONE A SERIES DEPICTING COMMUNITY HELPERS, TELLS THE STORY OF THE MANY KINDS OF TRUCKS AND TRUCK DRIVERS A FAMILY ENCOUNTERS AS THEY TRAVEL. A PICTURE GLOSSARY HELPS TO REVIEW NEW VOCABULARY INTRODUCED IN THE TEXT. (PM)

VT 017 319
BUCHHEIMER, NAOMI
I KNOW A TEACHER. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03030
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 67 47P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *PRIMARY GRADES; SERVICES; *SCHOOL PERSONNEL; SCHOOL NURSES; SCHOOL LIBRARIES; TEACHERS; ELEMENTARY SCHOOL TEACHERS; STORY READING; *OCCUPATIONAL INFORMATION; *ELEMENTARY SCHOOL STUDENTS
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - PART OF PUTNAM'S COMMUNITY HELPER SERIES, THIS BOOK TELLS ABOUT A SMALL BOY, DAVID, AND HIS FIRST DAY IN SCHOOL, DESCRIBING THE WIDE VARIETY OF ACTIVITIES THAT CAN OCCUR IN A FIRST-GRADE CLASSROOM. DAVID NOT ONLY GETS TO KNOW HIS OWN TEACHER BUT OTHER SCHOOL PERSONNEL SUCH AS THE PRINCIPAL, THE NURSE, THE LIBRARIAN, AND THE CUSTODIAN. AFTER SCHOOL, DAVID COMPARES HIS SCHOOL EXPERIENCES AND PLANS WITH HIS OLDER SISTER, ALICE. A SHORT PICTURE GLOSSARY CONCLUDES THE STORY. THE BOOK IS ILLUSTRATED IN BLACK AND WHITE DRAWINGS. (PM)

VT 017 323
RICHTER, ED
THE MAKING OF A PILOT.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03108
E.M. HALE & CO., PUBS., 1201 S. HASTINGS WAY, EAU CLAIRE, WI 54701
PUB DATE - 66 153P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY READING MATERIALS; SECONDARY GRADES; *TRANSPORTATION; HUMAN SERVICES; *AIRCRAFT PILOTS; AVIATION MECHANICS; AVIATION TECHNOLOGY; *AEROSPACE EDUCATION; TECHNICAL EDUCATION; RECREATIONAL ACTIVITIES; CAREERS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN BY A MAN WHO IS BOTH A WRITER-EDITOR AND A PRIVATE PILOT, THIS BOOK AIMS AT RECREATING THE AURA OF FLYING AN AIRPLACE, THE FEEL OF FLYING WITH ACCOMPANYING SIGHTS, SOUNDS AND SMELLS. THE BOOK EXPLORES THE TRAINING AND DUTIES REQUIRED OF PRIVATE, COMMERCIAL, AND MILITARY PILOTS. EMPHASIS IS PLACED ON THE IDEA THAT SAFE FLYING REQUIRES CAREFUL TRAINING AND PREPARATION; THAT PILOTS ARE MADE, NOT BORN. THE TEXT IS ILLUSTRATED WITH A NUMBER OF PHOTOGRAPHS SHOWING AIRPLANE INTERIORS AND CONSTRUCTION AS WELL AS PILOTS ON-THE-JOB. (PM)

VT 017 332
CLARK, JOHN O.E.
COMPUTERS AT WORK. A GROSSET ALL-COLOR GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03151
GROSSET & DUNLAP, INC., SUBS. OF NATIONAL GENERAL CORP., 51 MADISON AVE., NEW YORK, NY 10010
PUB DATE - 71 158P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY TEXTBOOKS; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; GUIDANCE; INFORMATION PROCESSING; INFORMATION UTILIZATION; COMMUNICATIONS; COMPUTER ORIENTED PROGRAMS; *COMPUTERS; POST SECONDARY EDUCATION; COMPUTER STORAGE DEVICES; INFORMATION RETRIEVAL; INFORMATION DISSEMINATION; *CAREER OPPORTUNITIES; *OCCUPATIONAL CLUSTERS; *OCCUPATIONAL INFORMATION; BEGINNING COMPETENCY; *CAREER AWARENESS
IDENTIFIERS - ATTITUDES APPRECIATIONS

ABSTRACT - THE THEME OF THIS BOOK IS THE COMPUTER IN ACTION AND HOW IT AFFECTS OUR LIVES RATHER THAN THE TECHNICALITIES OF COMPUTER THEORY OR HOW COMPUTERS ARE PUT TOGETHER. STARTING WITH BASIC CONCEPTS OF PLANNING AND COMPUTER PROGRAMMING, VARIOUS COMPUTER APPLICATIONS ARE OUTLINED FOR THE PUBLIC TRANSPORTATION FIELD, BANKING AND ACCOUNTING, TRAFFIC CONTROL, WEATHER FORECASTING, MEDICAL DIAGNOSIS, MACHINE TOOLING AND PRODUCTION, CRIME CONTROL, AND MANY OTHER AREAS. FUTURE DEVELOPMENTS IN THESE FIELDS ARE ALSO DISCUSSED. (PM)

VT 017 349
JOBS IN PAPERMAKING.

WISCONSIN STATE EMPLOYMENT SERVICE, MADISON. OCCUPATIONAL ANALYSIS FIELD CENTER.; WISCONSIN STATE DEPT. OF INDUSTRY, LABOR, AND HUMAN RELATIONS, MADISON.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 51P.

DESCRIPTORS - *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; *PAPER (MATERIALS); *CAREER OPPORTUNITIES; EMPLOYMENT TRENDS; WAGES; PROMOTION (OCCUPATIONAL)
IDENTIFIERS - *PAPERMAKING

ABSTRACT - THIS BOOKLET HAS BEEN PREPARED TO ENABLE THOSE WISHING TO ENTER THE PAPER AND PULP INDUSTRY TO HAVE A BETTER UNDERSTANDING OF THE JOB DUTIES AND OPPORTUNITIES THAT ARE AVAILABLE TO THEM. IT PRESENTS INFORMATION GATHERED IN THE NORTHERN MIDWEST STATES AND DESCRIBES TYPICAL JOBS AND PROCESSES RATHER THAN THOSE FOUND AT ANY SINGLE SPECIFIC LOCATION. THE BOOKLET BEGINS WITH A BRIEF, ILLUSTRATED HISTORY OF PAPERMAKING, FOLLOWED BY INFORMATION PERTAINING TO JOBS AND PROCESSES CURRENTLY USED IN GROUNDWOOD (MECHANICAL) AND CHEMICAL AND RAG PAPERMAKING. THE FINAL SECTION CONTAINS A DISCUSSION OF CAREER OPPORTUNITIES, INCLUDING ENVIRONMENTAL CONDITIONS, PAY AND PROMOTION OPPORTUNITIES, AND EMPLOYMENT TRENDS. A JOB INDEX CONTAINING PLANT TITLES AND ASSOCIATED DICTIONARY OF OCCUPATIONAL TITLES (DOT) TITLE AND CODE IS PROVIDED. (SB)

VT 017 365
WILKINSON, JEAN;WILKINSON, NED
COME TO WORK WITH US IN HOUSE CONSTRUCTION. SEXTANT BEGINNING BOOKS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5008-03296
SEXTANT SYSTEMS, INC., 3048 N. 34 ST., MILWAUKEE, WISCONSIN 53210
PUB DATE - 70 41P. PMM COLLECTION

DESCRIPTORS - *SKILLED WORKERS; PROFESSIONAL OCCUPATIONS; GUIDANCE; *BUILDING TRADES; ELEMENTARY GRADES; ILLUSTRATIONS; *OCCUPATIONAL INFORMATION; *CONSTRUCTION INDUSTRY; CAREER EDUCATION
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - ONE OF THE "COME TO WORK WITH US" SERIES FOR GRADES 1-3, PUBLISHED BY SEXTANT SYSTEMS, THE BOOK RECORDS IN WORDS AND PICTURES A VARIETY OF OCCUPATIONS CONNECTED WITH THE BUILDING TRADES, PARTICULARLY HOUSE CONSTRUCTION. (PM)

VT 017 380
WILKINSON, JEAN;WILKINSON, NED
COME TO WORK WITH US IN A HOSPITAL. SEXTANT BEGINNING SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5008-03294
SEXTANT SYSTEMS, INC., 3048 N. 34 ST., MILWAUKEE, WISCONSIN 53210
PUB DATE - 70 42P. PMM COLLECTION

DESCRIPTORS - ELEMENTARY GRADES; CAREER EDUCATION; *SUPPLEMENTARY READING MATERIALS; INDEPENDENT STUDY; *PROFESSIONAL OCCUPATIONS; GUIDANCE; ILLUSTRATIONS; *HOSPITAL PERSONNEL; HOSPITALS; *OCCUPATIONAL INFORMATION; *PARAMEDICAL OCCUPATIONS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - PUBLISHED BY SEXTANT SYSTEMS FOR GRADES 1-3, THIS IS ONE OF THE COME TO WORK WITH US SERIES WHICH DESCRIBES IN WORDS AND PICTURES A VARIETY OF PROFESSIONAL AND NON-PROFESSIONAL OCCUPATIONS IN A HOSPITAL. WITH A FOREWORD BY SAM LEVENSON, THE BOOK SHOWS YOUNG PEOPLE PERFORMING ADULT TASKS. (PM)

VT 017 381
WILKINSON, JEAN;WILKINSON, NED
COME TO WORK WITH US IN AN AIRPORT. SEXTANT BEGINNING SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5008-03289
SEXTANT SYSTEMS, INC., 3048 N. 34 ST., MILWAUKEE, WI. 53210
PUB DATE - 70 43P. PMM COLLECTION

DESCRIPTORS - PRIMARY GRADES; CAREER EDUCATION; *SUPPLEMENTARY READING MATERIALS; INDEPENDENT STUDY; *GUIDANCE; UNSKILLED WORKERS; *TECHNICAL OCCUPATIONS; PROFESSIONAL OCCUPATIONS; *AIRPORTS; *OCCUPATIONAL INFORMATION; READING MATERIALS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - FOR GRADES 1-3, THIS IS ONE OF THE COME TO WORK WITH US SERIES PUBLISHED BY SEXTANT SYSTEMS WHICH DESCRIBES IN WORDS AND PICTURES A VARIETY OF OCCUPATIONS ASSOCIATED WITH AIRPORTS. WITH A FOREWORD BY SAM LEVENSON, THE BOOKS SHOW YOUNG PEOPLE PERFORMING ADULT TASKS. (PM)

VT 017 384
WILKINSON, JEAN;WILKINSON, NED
COME TO WORK WITH US IN A TOY FACTORY. SEXTANT BEGINNING SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5008-03299
SEXTANT SYSTEMS, INC., 3048 N. 34 ST., MILWAUKEE, WI. 53210
PUB DATE - 70 41P. PMM COLLECTION

DESCRIPTORS - ELEMENTARY GRADES; CAREER EDUCATION; *SUPPLEMENTARY READING MATERIALS; *CAREERS; *SKILLED OCCUPATIONS; *GUIDANCE; ILLUSTRATIONS; *OCCUPATIONAL INFORMATION; *TOYS; MANUFACTURING
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - ONE OF THE "COME TO WORK WITH US" SERIES PUBLISHED BY SEXTANT SYSTEMS FOR GRADES 1-3, THIS BOOK DESCRIBES IN WORDS AND PICTURES A VARIETY OF OCCUPATIONS. PHOTOGRAPHS IN THE BOOK SHOW YOUNG PEOPLE WORKING AT ADULT OCCUPATIONS. (PM)

VT 017 385
WILKINSON, JEAN;WILKINSON, NED
COME TO WORK WITH US IN A DAIRY. SEXTANT BEGINNING SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5008-03292
SEXTANT SYSTEMS, INC., 3048 N. 34 ST., MILWAUKEE, WI. 53210
PUB DATE - 71 43P. PMM COLLECTION

DESCRIPTORS - ELEMENTARY GRADES; CAREER EDUCATION; *SUPPLEMENTARY READING MATERIALS; *GUIDANCE; *DAIRYMEN; ILLUSTRATIONS; *OCCUPATIONAL INFORMATION; *AGRIBUSINESS; OFF FARM AGRICULTURAL OCCUPATIONS
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - ONE OF THE "COME TO WORK WITH US" SERIES FOR GRADES 1-3, THIS BOOK RECORDS IN WORDS AND PICTURES A VARIETY OF OCCUPATIONS ASSOCIATED WITH THE DAIRY INDUSTRY. YOUNG CHILDREN ARE SHOWN PERFORMING THE TASKS OF DAIRY WORKERS. (PM)

VT 017 388
WILKINSON, JEAN;WILKINSON, NED
COME TO WORK WITH US IN A BANK. SEXTANT BEGINNING SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5068-03291
SEXTANT SYSTEMS, INC., 3048 N. 34 ST., MILWAUKEE, WI. 53210
PUB DATE - 71 43P. PMM COLLECTION

DESCRIPTORS - *PROFESSIONAL OCCUPATIONS; ELEMENTARY GRADES; SOCIAL STUDIES; ILLUSTRATIONS; GUIDANCE; *BANKING; *FINANCE OCCUPATIONS; *OCCUPATIONAL INFORMATION; CAREER EDUCATION
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - ONE OF THE "COME TO WORK WITH US" SERIES PUBLISHED BY SEXTANT SYSTEMS FOR GRADES 1-3, THIS BOOK SHOWS IN WORDS AND PICTURES A VARIETY OF OCCUPATIONS ASSOCIATED WITH THE BANKING INDUSTRY. YOUNG PEOPLE ARE PICTURED PERFORMING A VARIETY OF ADULT TASKS. (PM)

VT 017 404
CARLO, PATRICK A., AND OTHERS
DISTRIBUTIVE EDUCATION: WORK EXPERIENCE MANUAL AND INSTRUCTOR'S GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
1593-07856
LITTON EDUCATIONAL PUB., INC., DIV. OF LITTON INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 424P. PMM COLLECTION

DESCRIPTORS - *TEACHING GUIDES; CAREER EDUCATION; GRADE 11; GRADE 12; MARKETING; *COOPERATIVE EDUCATION; *WORK EXPERIENCE PROGRAMS; SELF-EVALUATION; BIBLIOGRAPHIES; *DISTRIBUTIVE EDUCATION
IDENTIFIERS - CAREER AWARENESS; EMPLOYABILITY SKILLS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS STUDENT MANUAL PROVIDES UNITS OF INSTRUCTION AND RECORD FORMS DESIGNED TO CARRY THE TRAINEE FROM THE FIRST DAYS IN THE PROGRAM THROUGH THE COMPLETE SCHOOL YEAR. THE 40 UNITS COVER DIFFERENT ASPECTS OF ON-THE-JOB TRAINING SUCH AS: (1) STORE LAYOUT, (2) USING THE CASH REGISTER, (3) SELLING TECHNIQUES, AND (4) MERCHANDISING. THE ACCOMPANYING TEACHER'S MANUAL IS DESIGNED TO EVALUATE THE STUDENT'S EXPERIENCE AND PROVIDES SUGGESTIONS FOR RELATING ON-THE-JOB ACTIVITIES WITH CLASSROOM INSTRUCTION. (PM)

VT 017 422
CROSS, WILBUR
A JOB WITH A FUTURE IN COMPUTERS. JOBS WITH A FUTURE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03172
GROSSET & DUNLAP, INC., SUBS. OF NATIONAL GENERAL CORP., 51 MADISON AVE., NEW YORK, NY 10010
PUB DATE - 69 127P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; DATA PROCESSING; *DATA PROCESSING OCCUPATIONS; SUPPLEMENTARY READING MATERIALS; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; POST SECONDARY EDUCATION; DROPOUTS; COMMUNICATIONS; *COMPUTERS; *COMPUTER SCIENCE EDUCATION; TECHNICAL EDUCATION; *OCCUPATIONAL INFORMATION
IDENTIFIERS - ECONOMIC AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - PART OF THE GROSSET AND DUNLAP JOBS WITH A FUTURE SERIES, THIS BOOK IS DESIGNED TO INFORM YOUNG PEOPLE WITH OR WITHOUT A HIGH SCHOOL DIPLOMA ABOUT JOB OPPORTUNITIES IN THE FIELD OF COMPUTERS AND DATA PROCESSING. THE BOOK COVERS THREE BROAD TOPICS: (1) THE HISTORY OF THE COMPUTER AND ITS PROSPECTS FOR THE FUTURE, (2) JOBS IN THE COMPUTER FIELD AND THE TRAINING REQUIRED FOR EACH, AND (3) THE OPERATION AND MECHANICS OF THE COMPUTER AND THE PROBLEMS OF PROGRAMMING. APPENDICES CONTAIN SOURCES OF INFORMATION AND A GLOSSARY OF COMPUTER-RELATED TERMS. (PM)

VT 017 423
MACCONOMY, ALMA DEANE
ODD JOBS IN LUMBERING.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03183
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 67 46P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; *LUMBER INDUSTRY; *FORESTRY OCCUPATIONS; AGRICULTURE; NATURAL RESOURCES; FORESTRY; *FORESTRY AIDES; GLOSSARIES
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - DESCRIPTIONS AND DEFINITIONS OF VARIOUS WORKERS IN THE LUMBERING INDUSTRY CONSTITUTE THE TEXT OF THIS BOOK. THE TERMS USED TO DEFINE JOBS INCLUDE "WHISTLE PUNK," "BAGGER," AND OTHER, MORE FAMILIAR, LABELS SUCH AS "SNAKE JUMPER" AND "FIRE SPOTTER." A GLOSSARY OF TERMS USED BY LUMBERMEN IS INCLUDED. THE HISTORY OF LOGGING IS REVEALED THROUGH EXPLANATION OF THE TERMINOLOGY. (PM)

VT 017 424
DAVIS, ROBERT D.
A JOB WITH A FUTURE IN THE STEEL INDUSTRY. JOBS WITH A FUTURE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03194
GROSSET & DUNLAP, INC., SUBS. OF NATIONAL GENERAL CORP., 51 MADISON AVE., NEW YORK, NY 10010
PUB DATE - 69 127P. PMM COLLECTION

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; SECONDARY GRADES; INDUSTRY; REFERENCE MATERIALS; *CAREER CHOICE; CAREER PLANNING; CAREER EDUCATION; INDUSTRIAL EDUCATION; INDEPENDENT STUDY; *STEEL INDUSTRY; INDUSTRIAL PERSONNEL; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE

IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - TO HELP THE GRADE 11 OR GRADE 12 STUDENT DECIDE IF HE WANTS TO WORK IN THE STEEL INDUSTRY THIS BOOK CONTAINS INFORMATION ON JOBS AVAILABLE AND THE REWARDS OF THESE JOBS. MAJOR CHAPTERS ALSO DISCUSS DETAILED DESCRIPTIONS OF JOBS, DETAILS ON WAGES AND PATHS OF ADVANCEMENT. THE BOOK INCLUDES ANSWERS TO THE FOLLOWING QUESTIONS AS WELL: (1) HOW SAFE ARE JOBS IN THE STEEL INDUSTRY, (2) HOW MANY JOB OPENINGS ARE THERE LIKELY TO BE IN THE YEARS AHEAD, (3) ARE ALL STEEL COMPANIES ALIKE, AND (4) WHERE ARE THE VARIOUS STEEL COMPANIES LOCATED. A BIBLIOGRAPHY IS INCLUDED WITHIN THE TEXT. (PM)

VT 017 425
FOSS, WILLIAM C.;BERGQUIST, ERIK
OCEANOGRAPHERS IN ACTION.

DOCUMENT NOT AVAILABLE FROM EDRS.
5617-03182
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 68 93P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; EDUCATIONAL RESOURCES; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; *OCEANOLOGY; *MARINE TECHNICIANS; NATURAL SCIENCES; CAREER EDUCATION; GLOSSARIES; INTERMEDIATE GRADES
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUPPLEMENTARY REFERENCE READING MATERIAL FOR GRADE 4-8 STUDENTS IS A SCIENCE CURRICULUM FOCUSED ON THE OCCUPATION OF OCEANOGRAPHER. OCCUPATIONAL INFORMATION IS PRESENTED FOR A SCIENCE-MINDED INTERMEDIATE STUDENT CONSIDERING THE CAREER OF OCEANOGRAPHER. AMONG THE EIGHT CHAPTERS COVERED ARE: (1) OCEANOGRAPHY AIDS FISHERIES, (2) SMUGGLING AND OCEANOGRAPHY, AND (3) OCEAN STUDIES BY PRIVATE AND UNIVERSITY LABORATORIES. EDUCATIONAL ALTERNATIVES ARE PRESENTED ALONG WITH A GLOSSARY OF OCEANOGRAPHY TERMS. THE BOOK MAY BE USED FOR SELF-INSTRUCTION OR AS CAREER EDUCATION SUPPLEMENTARY REFERENCE MATERIALS. (PM)

VT 017 438
OLDHAM, NEILD E., ED.;REYBURN, JAMES S., ED.
SCHOOLING FOR THE WORLD OF WORK: NEW DEVELOPMENTS IN VOCATIONAL EDUCATION. CROFT LEADERSHIP ACTION FOLIO 38.

DOCUMENT NOT AVAILABLE FROM EDRS.
1562-04757
CROFT EDUCATION SERVICES, 100 GARFIELD AVE., NEW LONDON, CT 06320
PUB DATE - 72 53P. PMM COLLECTION

DESCRIPTORS - *FINANCIAL SUPPORT; VOCATIONAL EDUCATION; *ADMINISTRATOR EDUCATION; *TEACHER EDUCATION; EDUCATIONAL STATUS COMPARISON; EDUCATIONAL OBJECTIVES; *CAREER EDUCATION; *PROGRAM DESCRIPTIONS; RELEVANCE (EDUCATION)
IDENTIFIERS - *SEATTLE; WORLD OF WORK

ABSTRACT - THIS LEADERSHIP ACTION FOLIO FOR VOCATIONAL EDUCATION ADMINISTRATIVE PERSONNEL IS DIVIDED INTO THREE PARTS. PART I BEGINS WITH A BRIEF DISCUSSION OF THE STIGMAS ATTACHED TO TRADITIONAL VOCATIONAL EDUCATION, THEN MOVES ON TO EXAMINE THE REASONS BEHIND THE NEED FOR NEW THRUSTS IN THE FIELD. PROGRAMS OFFERED NOW IN THE SCHOOLS, AND THOSE EXPECTED FOR THE FUTURE. PART II TAKES A CLOSE LOOK AT FEDERAL, STATE AND LOCAL SOURCES OF AID AVAILABLE TO SCHOOL DISTRICTS INTERESTED IN VOCATIONAL EDUCATION PROGRAMS AND OUTLINES PERTINENT RULES AND REGULATIONS AS WELL AS PITFALLS. PART III IS A DETAILED STUDY OF THE CAREER EDUCATION PROGRAM IN THE SEATTLE PUBLIC SCHOOLS. IN EFFECT IT TAKES THE READER ON A VISIT TO THE SEATTLE SCHOOLS AND TELLS HOW THE PROGRAM WAS SET UP, WHAT IT OFFERS, AND HOW IT OPERATES. (PM)

VT 017 472
KAHN, CHARLES H., AND OTHERS
GOING PLACES WITH YOUR PERSONALITY; A GUIDE TO SUCCESSFUL LIVING. PACEMAKER BOOKS.

DOCUMENT NOT AVAILABLE FROM EDRS.
1762-06412
FEARON PUBLISHERS/LEAR SIEGLER, INC., EDUCATION DIVISION, 6 DAVIS DRIVE, BELMONT, CA 94002
PUB DATE - 71 52P. PMM COLLECTION

DESCRIPTORS - INSTRUCTIONAL MATERIALS; READING MATERIALS; *WORKBOOKS; *TEACHING GUIDES; CAREER EDUCATION; *VOCATIONAL GUIDANCE; SECONDARY GRADES; RESOURCE MATERIALS; *PERSONALITY ASSESSMENT; PERSONALITY DEVELOPMENT; *SPECIAL EDUCATION; PERSONAL VALUES; DECISION MAKING
IDENTIFIERS - *SELF AWARENESS; CAREER AWARENESS

ABSTRACT - THIS TEXTBOOK-WORKBOOK HAS BEEN DESIGNED FOR USE BY HIGH SCHOOL SPECIAL EDUCATION STUDENTS. THE BOOK ATTEMPTS TO FOCUS THE STUDENTS' ATTENTION ON SOME IMPORTANT PERSONAL ATTITUDES AND HABITS THAT CAN MAKE THEIR LIVES MORE SUCCESSFUL. A TEACHER'S GUIDE IS INCLUDED AND BOUND SEPARATELY. (PM)

VT 017 473
RANDALL, FLORENCE
GETTING A JOB. PACEMAKER BOOKS.

DOCUMENT NOT AVAILABLE FROM EDRS.
1762-06411
FEARON PUBLISHERS/LEAR SIEGLER, INC., EDUCATION DIVISION, 6 DAVIS DRIVE, BELMONT, CA 94002
PUB DATE - 68 90P. PMM COLLECTION

DESCRIPTORS - *TEACHING GUIDES; READING MATERIALS; RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; CAREER EDUCATION; *STUDY GUIDES; *VOCATIONAL GUIDANCE; SECONDARY GRADES; EMPLOYMENT INTERVIEWS; *SPECIAL EDUCATION; BIBLIOGRAPHIES; EMPLOYMENT OPPORTUNITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS TEXTBOOK-WORKBOOK FOR SPECIAL EDUCATION STUDENTS IN GRADES 10, 11, AND 12 INTRODUCES THE STUDENT TO OCCUPATIONS OPEN TO HIM. THE READING LEVEL HAS BEEN KEPT AS LOW AS POSSIBLE WITHOUT CRIPPLING THE EFFECTIVENESS OF THE TEXT. THE BOOK REQUIRES

CONSIDERABLE GUIDANCE AND SUPPLEMENTAL MATERIALS. A TEACHING GUIDE WITH FURTHER REFERENCES TO FILMS, RECORDS AND OUTSIDE READINGS IS INCLUDED. (PM)

VT 017 474
BREITHAUPT, HERMAN A.
HOW WE STARTED STUDENTS ON SUCCESSFUL FOODSERVICE CAREERS. CHEF HERMAN'S STORY.

DOCUMENT NOT AVAILABLE FROM EDRS.
1786-09721
CAHNER'S PUBLISHING CO., INC., 221 COLUMBUS AVE., BOSTON, MA 02116
PUB DATE - 72 241P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; POST SECONDARY EDUCATION; *OCCUPATIONAL HOME ECONOMICS; INDEPENDENT STUDY; GROUP DISCUSSION; *FOOD SERVICE OCCUPATIONS; *FOOD SERVICE INDUSTRY; SERVICE OCCUPATIONS; *FOOD SERVICE WORKERS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN FOR STUDENTS IN GRADES 10, 11, 12, AND POST-SECONDARY EDUCATION, THIS TEXT FOCUSES ON THE INTER-RELATIONSHIP OF EVENTS AND PHILOSOPHY INVOLVED IN THE ESTABLISHMENT AND SUBSEQUENT DEVELOPMENT OF AMERICA'S FIRST PUBLIC HIGH SCHOOL PROGRAM IN COMMERCIAL FOODS. IT IS INTENDED TO ILLUSTRATE THE EFFECTIVENESS OF SUCH A TRAINING PROGRAM AND THE NEED FOR OBTAINING ADDITIONAL FORMAL TRAINING BEYOND HIGH SCHOOL. THIS BOOK SHOULD BE OF VALUE AND INTEREST TO STUDENTS AND PARENTS OF STUDENTS WHO ARE CONSIDERING CAREERS IN THE COMMERCIAL FOOD INDUSTRY AND TO INDIVIDUALS AND ORGANIZATIONS WITHIN THE FOODSERVICE/LODGING INDUSTRY. (PM)

VT 017 476
HISEROOT, DONALD D.
PSYCHOLOGY AND HUMAN RELATIONS IN MARKETING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-04479
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, NY 10036
PUB DATE - 69 127P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; SECONDARY GRADES; *STUDY GUIDES; *MARKETING; *HUMAN RELATIONS; *EMPLOYER EMPLOYEE RELATIONSHIP; EMPLOYEE ATTITUDES; EMPLOYER ATTITUDES; SOCIAL PSYCHOLOGY; ORGANIZATIONS (GROUPS); INFORMAL ORGANIZATIONS
IDENTIFIERS - BEGINNING COMPETENCE; DECISIONS; SELF AWARENESS

ABSTRACT - THIS MANUAL WILL HELP THE DISTRIBUTIVE EDUCATION STUDENT IN GRADES 10 THROUGH 12 TO UNDERSTAND HIMSELF, HIS EMPLOYER, HIS CO-WORKERS, AND HIS CUSTOMERS. THE TEXT, ACTIVITIES, AND PROJECTS ARE DESIGNED TO DEVELOP THE JUDGMENT SKILLS THAT ARE NECESSARY IN THE HUMAN RELATIONS SITUATIONS THE STUDENT WILL ENCOUNTER IN A MARKETING JOB. THE MANUAL EXAMINES HUMAN RELATIONS IN A BUSINESS SETTING AND EMPHASIZES THAT A BUSINESS SETTING REQUIRES DIFFERENT HUMAN RELATIONS SKILLS THAN EVERYDAY PERSONAL CONTACTS DO. THE EMPLOYER-EMPLOYEE RELATIONSHIP IS THOROUGHLY EXAMINED TO CREATE AN AWARENESS OF THE CONTRIBUTIONS OF BOTH THE EMPLOYER AND THE EMPLOYEE TO THE RELATIONSHIP AS WELL AS THE BENEFITS RECEIVED BY EACH. A VARIETY OF ILLUSTRATIONS WERE DEVELOPED SPECIFICALLY FOR THIS MANUAL. (PM)

VT 017 477
PROGRAM PLANNING GUIDE FOR TRADE AND INDUSTRIAL EDUCATION.

GREGG/MCGRAW-HILL ADVISORY COMMITTEE FOR TRADE AND INDUSTRIAL EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
1570-08042
GREGG/MCGRAW-HILL, HIGHTSTOWN, NJ 08520
PUB DATE - 72 99P. PMM COLLECTION

DESCRIPTORS - STAFF IMPROVEMENT; *CURRICULUM GUIDES; VOCATIONAL EDUCATION TEACHERS; *PROGRAM PLANNING; *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; VOCATIONAL EDUCATION; *CURRICULUM PLANNING; INSERVICE TEACHER EDUCATION

ABSTRACT - THIS PROGRAM PLANNING GUIDE AIDS INSTRUCTIONAL PERSONNEL IN PLANNING CURRICULUMS IN THE AREA OF TRADE AND INDUSTRIAL EDUCATION. IT COMES EQUIPPED WITH A DETACHABLE PLANNING GUIDE MATRIX AND FLOW CHART. THE GUIDE IS AIMED AT STAFF DEVELOPMENT WITH EMPHASIS PLACED ON TEACHING METHODS AND CAREER EDUCATION PROGRAMS ON THE SECONDARY AND POST-SECONDARY LEVELS. (PM)

VT 017 535
HENKIOD, LORRAINE
I KNOW A GROCER. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03021
G.P. PUTNAM'S & SONS, 210 MADISON AVE., NEW YORK, NEW YORK 10016
PUB DATE - 70 47P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; INSTRUCTIONAL MATERIALS; GRADE 1; GRADE 2; SERVICES; *FOOD STORES; CONSUMER EDUCATION; *MARKETING; *RETAILING; *OCCUPATIONAL INFORMATION; READING MATERIALS
IDENTIFIERS - CAREER AWARENESS; *ECONOMIC AWARENESS

ABSTRACT - DIRECTED AT BEGINNING READERS THIS BOOK DESCRIBES THE EXPERIENCES OF TWO CHILDREN WHO ARE SHOPPING FOR THEIR MOTHER FOR THE FIRST TIME ALONE. THE CHILDREN LEARN ABOUT THE PROCESS OF FOOD DISTRIBUTION FROM THE WHOLESALER TO THE CONSUMER. THE STORE MANAGER DESCRIBES HIS PROBLEMS OF MEETING DEMANDS WHILE STOCKING FOODS THAT WILL SELL. THE CHILDREN LEARN THAT THE FOODS AND PRODUCTS THEY SEE COME TO THE STORE FROM A WIDE VARIETY OF SOURCES IN A NUMBER OF DIFFERENT TYPES OF TRUCKS AND SHIPPING DEVICES. A BRIEF GLOSSARY IS INCLUDED TO REVIEW NEW WORDS. THE BOOK IS ILLUSTRATED WITH BLACK AND WHITE DRAWINGS. (PM)

VT 017 537
LENT, HENRY B.

MEN AT WORK IN THE GREAT LAKES STATES. MEN AT WORK SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03191
G.P. PUTNAM'S SONS., 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 71 126P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; ELEMENTARY GRADES; *OCCUPATIONAL GUIDANCE; INDEPENDENT STUDY; *OCCUPATIONS; *AREA STUDIES; *OCCUPATIONAL INFORMATION; READING MATERIALS
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS; *GREAT LAKES STATES

ABSTRACT - ONE OF PUTNAM'S MEN AT WORK SERIES, THIS BOOK, FOR GRADES 4-6, TELLS ABOUT THE MEN AND WOMEN IN THE SIX GREAT LAKES STATES. OCCUPATIONS AND PROCESSES RELATING TO RAW MATERIALS, FARM PRODUCTS, AND RESEARCH DEVELOPMENTS IN THE AREA ARE AMONG THE TOPICS COVERED. (PM)

VT 017 538
FORSDYKE, A.G.
WEATHER AND WEATHER FORECASTING. A GROSSET ALL-COLOR GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03190
GROSSET & DUNLAP, INC., SUBS. OF NATIONAL GENERAL CORP., 51 MADISON AVE., NEW YORK, NY 10010
PUB DATE - 70 159P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; GRADE 10; GRADE 11; INSTRUCTIONAL MATERIALS; *METEOROLOGY; *CLIMATE FACTORS; BIBLIOGRAPHIES; *NATURAL SCIENCES; AEROSPACE TECHNOLOGY
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS; BEGINNING COMPETENCE

ABSTRACT - THIS SCIENTIFICALLY-ORIENTED BOOK DESCRIBES THE PHYSICAL FACTORS OF WEATHER, WEATHER CONDITIONS, WEATHER MAPS AND FORECASTING, SPECIAL WEATHER SYSTEMS AND WINDS, CLIMATE, AND THE EFFECT OF CLIMATE ON [illegible] COLOR ILLUSTRATIONS CLARIFY THE TEXT. A [illegible] OF BOOKS ON WEATHER IS INCLUDED. (PM)

VT 017 539
CONNOR, J. ROBERT
A JOB WITH A FUTURE IN AUTOMOTIVE MECHANICS. JOBS WITH A FUTURE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03171
GROSSET & DUNLAP, INC., SUBS. OF NATIONAL GENERAL CORP, 51 MADISON AVE., NEW YORK, NY 10010
PUB DATE - 69 128P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE GUIDES; SECONDARY GRADES; POST SECONDARY EDUCATION; *INDUSTRIAL EDUCATION; JOBS; JOB TRAINING; JOB SKILLS; *AUTO MECHANICS (OCCUPATION); AUTO MECHANICS; *SKILLED OCCUPATIONS; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL INFORMATION
IDENTIFIERS - ATTITUDES APPRECIATIONS; EMPLOYMENT SKILLS; *CAREER AWARENESS

ABSTRACT - THIS TEXT DESIGNED FOR STUDENTS IN GRADES 10, 11, AND 12 AND POST-SECONDARY STUDENTS TELLS THEM HOW TO GET IN ON THE ACTION OF BEING AN AUTOMOTIVE MECHANIC, WHERE TO GO, WHAT TO STUDY, WHAT QUESTIONS TO ASK, AND WHAT ANSWERS TO GIVE TO QUESTIONS WHEN THEY ARE ASKED. SOME OF THE CHAPTERS DEAL WITH TOPICS SUCH AS AUTOMOBILE COMPANY TRAINING PROGRAMS, WORKING IN A DEALERSHIP, DIAGNOSTIC CENTERS, AND TRUCK AND BUS MECHANICS. (PM)

VT 017 540
ASHLEY, ROBERTA
101 SUMMER JOBS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03184
E.M. HALE, PUBS., 1201 S. HASTINGS WAY, EAU CLAIRE, WI 54701
PUB DATE - 70 160P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY EDUCATION; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; YOUTH EMPLOYMENT; *STUDENT EMPLOYMENT; *PART TIME JOBS; JOB APPLICATION
IDENTIFIERS - *CAREER AWARENESS; EMPLOYMENT SKILLS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK GIVES INFORMATION ON THE NUMEROUS SUMMER JOBS AVAILABLE, ADVICE ON HOW TO GET THEM, AND APPLICATION AND INTERVIEW TECHNIQUES. THE MATERIAL IS CLASSIFIED ACCORDING TO JOB TYPES UNDER THREE CATEGORIES: REGULAR JOBS, SEASONAL JOBS, AND SELF-STARTING JOBS. THE NAMES AND ADDRESSES OF THE NATIONAL PARKS ARE PROVIDED. A LIST OF PRIVATE EMPLOYMENT AGENCIES IN THE VARIOUS STATES WHICH HANDLE JOBS SUITABLE FOR YOUNG PEOPLE IS ALSO INCLUDED. (PM)

VT 017 542
NORTON, JOSEPH L., ED.
ON THE JOB.

DOCUMENT NOT AVAILABLE FROM EDRS.
7227-08327
J.G. FERGUSON PUBLISHING CO., SUBS. OF DOUBLEDAY & CO., 6 N. MICHIGAN AVE., CHICAGO, IL 60602
PUB DATE - [illegible] 70 260P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; SUPPLEMENTARY TEXTBOOKS; *CAREER OPPORTUNITIES; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; *JOBS; CAREER CHOICE; CAREER PLANNING; *OCCUPATIONAL GUIDANCE; JOB DEVELOPMENT; OCCUPATIONAL ASPIRATION
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - SIXTY-FIVE PEOPLE TELL WHAT IT'S LIKE ON THEIR JOBS IN THIS SUPPLEMENTARY TEXTBOOK, DESIGNED TO BE USED BY STUDENTS GRADES 8 THROUGH 11 WHO HAVE A NEED FOR BOTH GENERAL AND SPECIFIC CAREER INFORMATION AND FOR SUGGESTED APPROACHES TO EDUCATIONAL AND CAREER PLANNING. IT CAN BE USED IN CONJUNCTION WITH SELF INSTRUCTION OR INDIVIDUAL COUNSELING. MAJOR EMPHASIS IS PLACED ON ATTITUDES AND APPRECIATIONS. (PM)

VT 017 583

KLAGSBRUN, FRANCINE
READ ABOUT THE SANITATION MAN. READ ABOUT SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7278-09126
FRANKLIN WATTS, INC., 575 LEXINGTON AVENUE, NEW YORK, NEW YORK 10022
PUB DATE - 72 69P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; SOCIAL SCIENCES; ELEMENTARY GRADES; *SERVICE OCCUPATIONS; *SANITATION; ENVIRONMENTAL TECHNICIANS; PUBLIC HEALTH; ILLUSTRATIONS; *READING MATERIALS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK INTRODUCES STUDENTS OF GRADES THREE THROUGH FIVE TO VARIOUS ASPECTS OF SANITATION WORK. IT NOT ONLY INFORMS THE YOUNG READER OF SPECIFIC SUBJECT MATTER, BUT IT ALSO CULTIVATES AN INTEREST TO READ AND LEARN WITHOUT DIRECT SUPERVISION. MAJOR CHAPTER DISCUSSIONS INCLUDE: (1) THE SANITATION MEN, (2) POTTERY, PLAGUES, AND PIGS, (3) KEEPING THE STREETS CLEAN, (4) SNOWSTORMS, PARADES, AND FALLING LEAVES, (5) OVENS THAT BURN EVERYTHING, (6) MAKING LANDFILLS, (7) STRONG MEN, AND BRAVE, (8) BIG PROBLEMS FOR EVERYONE, AND (9) WHAT YOU CAN DO TO KEEP YOUR NEIGHBORHOOD CLEAN. (PM)

VT 017 588
FREESE, ARTHUR S.
CAREERS AND OPPORTUNITIES IN THE MEDICAL SCIENCES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7297-08995
E.P. DUTTON & CO., INC., 201 PARK AVE., S, NEW YORK, NY 10003
PUB DATE - 71 192P. PMM COLLECTION

DESCRIPTORS - *MEDICINE; *CAREER OPPORTUNITIES; *OCCUPATIONAL INFORMATION; BOOKS; EMPLOYMENT QUALIFICATIONS; PHOTOGRAPHS; RESOURCE MATERIALS; VOCATIONAL EDUCATION; *OCCUPATIONAL SURVEYS; VOCATIONAL DEVELOPMENT; HUMAN SERVICES; INDEXES (LOCATERS); OCCUPATIONAL ASPIRATION; *CAREERS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A PHYSICIAN, DESCRIBES 10 CAREER OPPORTUNITIES IN THE MEDICAL FIELD, INCLUDING BOTH TRADITIONAL AND NEWER PROFESSIONS: (1) RADIOLOGIC TECHNOLOGIST, (2) BIOCYBERNETICS, (3) NURSE CLINICIAN, (4) MEDICAL PHYSICIST, (5) VETERINARIAN, (6) MEDICAL LABORATORY, (7) BIOMEDICAL ENGINEER, (8) DENTIST, (9) BIOCHEMIST, AND (10) REHABILITATION THERAPIST. PHOTOGRAPHS ILLUSTRATE THE TEXT, WHICH INCLUDES RESOURCE LISTS AND AN INDEX. INTENDED AS A BASIC GUIDE FOR THOSE ASPIRING TO MEDICAL CAREERS, OCCUPATIONAL INFORMATION IS DETAILED, INCLUDING EMPLOYMENT QUALIFICATIONS AND RELEVANT ANECDOTES. A LIST OF ACCREDITED SCHOOLS FOR DENTISTS AND VETERINARIANS IS APPENDED. (PM)

VT 017 590
WILINSKY, HARRIET
CAREERS AND OPPORTUNITIES IN RETAILING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7297-09003
E.P. DUTTON & CO., INC., 201 PARK AVE., S, NEW YORK, NY 10003
PUB DATE - 70 251P. PMM COLLECTION

DESCRIPTORS - SECONDARY GRADES; VOCATIONAL EDUCATION; *EMPLOYMENT QUALIFICATIONS; *RETAILING; VOCATIONAL DEVELOPMENT; OCCUPATIONAL GUIDANCE; *MARKETING; INDEXES (LOCATERS); *OCCUPATIONAL INFORMATION; BOOKS; RESOURCE MATERIALS; PHOTOGRAPHS; OCCUPATIONAL SURVEYS; *CAREER OPPORTUNITIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOK CONTAINS COMPREHENSIVE INFORMATION AND ADVICE ABOUT DEVELOPING A SUCCESSFUL CAREER IN RETAILING. WRITTEN BY THE VICE PRESIDENT OF A LARGE SPECIALTY STORE, THIS BOOK DESCRIBES BOTH THE ADVANTAGES AND DISADVANTAGES OF THIS CAREER, DISCUSSING SUCH TOPICS AS JOB OPPORTUNITIES, VOCATIONAL PREPARATION, AND OCCUPATIONAL REQUIREMENTS. NUMEROUS PHOTOGRAPHS ILLUSTRATE THE TEXT, WHICH INCLUDES A PERSONALITY QUIZ, AN INDEX, AND ANECDOTES. THE 12 CHAPTERS COVER THE AREAS OF: (1) MERCHANDIZE, (2) TYPES OF STORES, (3) PUBLICITY, (4) PERSONNEL, (5) FINANCE, (6) OPERATIONS, (7) MANAGEMENT, AND (8) JOB APPLICATION INFORMATION. THE APPENDIXES PROVIDE A LIST OF SMALL BUSINESS ADMINISTRATION FIELD OFFICES AND A LIST OF RESOURCES. (PM)

VT 017 641
WITZKY, HERBERT K.
YOUR CAREER IN HOTELS AND MOTELS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7103-09063
DODD, MEAD AND COMPANY, 79 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 71 202P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; INSTRUCTIONAL MATERIALS; *HUMAN SERVICES; SECONDARY GRADES; CAREER PLANNING; BIBLIOGRAPHIES; *HOTELS; TOURISM; EMPLOYMENT OPPORTUNITIES; *CAREER OPPORTUNITIES; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - WRITTEN FOR HIGH SCHOOL STUDENTS, THIS BOOK PRESENTS CAREER OPPORTUNITIES IN THE MOTEL AND HOTEL INDUSTRY. THERE ARE SUGGESTIONS ON HOW BEST TO SUCCEED IN CHAPTERS COVERING SUCH TOPICS AS: (1) INNKEEPING--A PROUD PROFESSION AND HERITAGE, (2) THE NEW RISE OF RESORT HOTELS, (3) BEHIND THE SCENES IN GREAT HOTELS, AND (4) ORGANIZATION STEPPINGSTONES TO SUCCESS. SPECIFIC EXAMPLES FROM THE LIVES OF SUCCESSFUL HOTEL-MOTEL PERSONNEL, ALONG WITH THEIR ADVICE FOR ENTERING THE FIELD, ARE INCLUDED. (PM)

VT 017 646
WIGGS, GARLAND D., ED.
CAREER OPPORTUNITIES--MARKETING, BUSINESS, AND OFFICE SPECIALISTS. CAREER OPPORTUNITIES SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7227-08321
J.G. FERGUSON PUBLISHING CO., SUBS. OF DOUBLEDAY & CO., INC., 6 N. MICHIGAN AVE., CHICAGO, IL 60602
PUB DATE - 70 392P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *OCCUPATIONAL INFORMATION; OCCUPATIONS; EMPLOYMENT OPPORTUNITIES; MARKETING; *BUSINESS; OFFICE OCCUPATIONS; *CAREER OPPORTUNITIES; EMPLOYMENT QUALIFICATIONS; VOCATIONAL COUNSELING; CAREER PLANNING; OCCUPATIONAL GUIDANCE; POST SECONDARY EDUCATION; *SUBPROFESSIONALS; CAREER CHOICE
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS HANDBOOK EXPLORES THE CAREER OPPORTUNITIES AVAILABLE TO GRADUATES OF 1- OR 2-YEAR POST-SECONDARY MARKETING, BUSINESS, OR OFFICE EDUCATIONAL PROGRAMS. INFORMATION CONTAINED IN OVER 300 JOB DESCRIPTIONS IN 26 FIELDS INCLUDES: (1) TYPE OF WORK, (2) PERSONAL QUALITIES, (3) SECONDARY AND POST SECONDARY EDUCATIONAL REQUIREMENTS, (4) APPLYING FOR A JOB, (5) ENTRY LEVEL JOBS, (6) ADVANCEMENT POSSIBILITIES, (7) LICENSE OR CERTIFICATION, (8) WORKING CONDITIONS, (9) EARNINGS AND BENEFITS, AND (10) FUTURE OCCUPATIONAL OUTLOOK. (PM)

VT 017 647
BAYLISS, SYLVIA J., AND OTHERS
CAREER OPPORTUNITIES--COMMUNITY SERVICE AND RELATED SPECIALISTS. CAREER OPPORTUNITIES SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7227-08317
J.G. FERGUSON PUBLISHING CO., SUBS. OF DOUBLEDAY & CO., INC., 6 N. MICHIGAN AVE., CHICAGO, IL 60602
PUB DATE - 70 291P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *POST SECONDARY EDUCATION; ASSOCIATE DEGREES; *SUBPROFESSIONALS; VOCATIONAL COUNSELING; *SERVICE OCCUPATIONS; CAREER CHOICE; CAREER PLANNING; OCCUPATIONAL GUIDANCE. *CAREER OPPORTUNITIES; EMPLOYMENT OPPORTUNITIES; EMPLOYMENT QUALIFICATIONS; OCCUPATIONAL CHOICE
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS HANDBOOK PROVIDES INFORMATION ON THE CAREER OPPORTUNITIES AVAILABLE TO 2-YEAR COLLEGE GRADUATES IN 19 COMMUNITY SERVICE AND RELATED FIELDS. INFORMATION CONTAINED IN THE JOB DESCRIPTIONS INCLUDE: (1) TYPE OF WORK, (2) PERSONAL QUALIFICATIONS, (3) SECONDARY AND POST-SECONDARY EDUCATIONAL REQUIREMENTS, (4) APPLYING FOR A JOB, (5) ADVANCEMENT POSSIBILITIES, (6) LICENSE OR CERTIFICATION, (7) WORKING CONDITIONS, (8) EARNINGS AND BENEFITS, AND (9) FUTURE OCCUPATIONAL OUTLOOK.

VT 017 648
SIDNEY, HOWARD, ED.
CAREER OPPORTUNITIES--AGRICULTURAL FORESTRY, AND OCEANOGRAPHIC TECHNICIANS. CAREER OPPORTUNITIES SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7227-08316
J.G. FERGUSON PUBLISHING CO., SUBS. OF DOUBLEDAY & CO., INC., 6 N. MICHIGAN AVE., CHICAGO, IL 60602
PUB DATE - 69 344P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *AGRICULTURE; *FORESTRY; *OCEANOLOGY; *SUBPROFESSIONALS; *OCCUPATIONAL INFORMATION; POST SECONDARY EDUCATION; ASSOCIATE DEGREES; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; CAREER CHOICE; CAREER PLANNING; OCCUPATIONAL GUIDANCE; EMPLOYMENT QUALIFICATIONS; AGRICULTURAL TECHNICIANS; MARINE TECHNICIANS
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS HANDBOOK EXPLORES THE CAREER OPPORTUNITIES AVAILABLE TO GRADUATES OF 2-YEAR POST-SECONDARY AGRICULTURAL FORESTRY, AND OCEANOGRAPHIC TECHNICIAN PROGRAMS. INFORMATION CONTAINED IN THE JOB DESCRIPTIONS OF OVER 300 OCCUPATIONS REPRESENTING 25 FIELDS INCLUDES: (1) TYPE OF WORK, (2) NECESSARY PERSONAL QUALITIES, (3) SECONDARY AND POST-SECONDARY EDUCATIONAL REQUIREMENTS, (4) APPLYING FOR THE JOB, (5) ENTRY LEVEL JOBS, (6) ADVANCEMENT POSSIBILITIES, (7) LICENSE OR CERTIFICATION, (8) EARNINGS AND BENEFITS, AND (10) FUTURE OCCUPATIONAL OUTLOOK. (PM)

VT 017 649
COSTELLO, JOAN M., ED.;WOLFSON, RITA PARSONT, ED.
CONCISE HANDBOOK OF OCCUPATIONS: WHAT YOU SHOULD KNOW BEFORE CHOOSING A CAREER.

DOCUMENT NOT AVAILABLE FROM EDRS.
7227-08322
J.G. FERGUSON PUBLISHING CO., SUBS. OF DOUBLEDAY & CO., INC., 6 N. MICHIGAN AVE., CHICAGO, IL 60602
PUB DATE - 71 320P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *VOCATIONAL GUIDANCE; *OCCUPATIONAL INFORMATION; *OCCUPATIONS; EMPLOYMENT QUALIFICATIONS; *CAREER OPPORTUNITIES; MANPOWER NEEDS; CAREER CHOICE; CAREER PLANNING; *OCCUPATIONAL GUIDANCE; OCCUPATIONAL CHOICE; EMPLOYMENT OPPORTUNITIES
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS HANDBOOK IS DESIGNED TO BE USED BY STUDENTS AND COUNSELORS WHO HAVE A NEED FOR BOTH GENERAL AND SPECIFIC CAREER INFORMATION AND FOR SUGGESTED APPROACHES TO EDUCATIONAL AND CAREER PLANNING. INCLUDED ARE ILLUSTRATED BRIEFS OF 305 OCCUPATIONS IDENTIFIED AS TO WHETHER THEY DEAL WITH PEOPLE, DATA, OR THINGS. EACH BRIEF CONTAINS INFORMATION ABOUT: (1) TYPE OF WORK DONE, (2) PERSONAL AND EDUCATIONAL REQUIREMENTS, (3) AVERAGE EARNINGS, (4) WORKING CONDITIONS, (5) ADVANCEMENT POSSIBILITIES, AND (6) LONG-RANGE EMPLOYMENT OUTLOOK. AN INDEX OF THE JOB TITLES, INCLUDING BEGINNING AND ADVANCEMENT POSITIONS AND DICTIONARY OF OCCUPATIONAL TITLES (DOT) REFERENCE NUMBER, IS PROVIDED. (PM)

VT 017 654 ED 069 897

TAUB, HOWARD
A MODEL OF INDIVIDUALIZED INSTRUCTION FOR THE CLINICAL LABORATORY OCCUPATIONS. THE UCLA ALLIED HEALTH PROFESSIONS PROJECT.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH.
EDRS PRICE MF-$0.65 HC-$3.29
UNIVERSITY OF CALIFORNIA, ALLIED HEALTH PROFESSIONS PROJECT, 1003 WILSHIRE BLVD., SANTA MONICA, CALIFORNIA 90401 ($2.00)
PUB DATE - FEB 72 71P.

DESCRIPTORS - CAREER LADDERS; *CURRICULUM DESIGN; *HEALTH OCCUPATIONS EDUCATION; INDIVIDUALIZED INSTRUCTION; *INSTRUCTIONAL MATERIALS; LABORATORY TECHNOLOGY; *MEDICAL LABORATORY ASSISTANTS; MEDICAL TECHNOLOGISTS; *OCCUPATIONAL MOBILITY; PARAMEDICAL OCCUPATIONS; SUBPROFESSIONALS; TASK ANALYSIS; TASK PERFORMANCE; TEACHING GUIDES; TECHNICAL EDUCATION
IDENTIFIERS - *UCLA ALLIED HEALTH PROFESSIONS PROJECTS

ABSTRACT - UTILIZING THE RESULTS FROM A TASK ANALYSIS, A CONSULTANT GROUP WITH EXPERTISE IN MEDICAL TECHNOLOGY FORMULATED A CURRICULUM OUTLINE LISTING DIFFERENT LEVELS OF LABORATORY TASKS ACCORDING TO THE KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THEM. DESIGNED TO ENHANCE CAREER MOBILITY, THE STAGES OF LEARNING FOR THE CLINICAL LABORATORY CURRICULUM CONSIST OF: (1) ENTRY LEVEL GENERAL LABORATORY SKILLS AND KNOWLEDGE, AND (2) BASIC SKILLS IN THE CLINICAL LABORATORY SECTIONS. THE CURRICULUM IS COMPOSED OF MANY COURSES, AND WITHIN EACH COURSE, THERE MAY BE SEVERAL UNITS CONSISTING OF ONE OR MORE MODULES HAVING CLOSE CONTENT SIMILARITY. THE MODULES, WHICH ARE BASIC, SELF-CONTAINED INSTRUCTIONAL SEGMENTS, BEGIN WITH DIRECTIONS FOR STUDENT USE, ALONG WITH PERFORMANCE OBJECTIVES, VOCABULARY LIST, AND GENERAL INTRODUCTION. THIS IS FOLLOWED BY A SKILL LESSON, WHICH INCLUDES A SPECIFIC PERFORMANCE OBJECTIVE, MATERIALS AND EQUIPMENT REQUIRED, AND A STEP-BY-STEP ILLUSTRATED PROCEDURE. A PERFORMANCE CHECKLIST AND, IN SOME MODULES, ENRICHMENT ACTIVITIES AND READING ASSIGNMENTS, COMPLETE THE MODULE. A SAMPLE INSTRUCTIONAL PACKAGE CONSISTING OF AN INSTRUCTOR'S GUIDE AND INSTRUCTIONAL MODULE FOR THE HEMATOCRIT IS INCLUDED IN THIS REPORT. (SB)

VT 017 662 ED 069 905
FRANCHAK, STEPHEN J.; BRUNO, NANCY L.
PLANNING VOCATIONAL EDUCATION PROGRAMS IN PENNSYLVANIA. GUIDELINES FOR THE USE OF LABOR MARKET INFORMATION.

PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.
EDRS PRICE MF-$0.65 HC-$3.29
PUB DATE - 71 80P.; 1971 REVISION

DESCRIPTORS - EDUCATIONAL PROGRAMS; EMPLOYMENT PROJECTIONS; EMPLOYMENT STATISTICS; *GUIDELINES; *LABOR MARKET; MANPOWER DEVELOPMENT; MANPOWER NEEDS; MANPOWER UTILIZATION; *PROGRAM PLANNING; STATE PROGRAMS; TABLES (DATA); VOCATIONAL DEVELOPMENT; *VOCATIONAL EDUCATION
IDENTIFIERS - ECONOMIC AWARENESS; LABOR FORCE PARTICIPATION; *PENNSYLVANIA

ABSTRACT - THESE GUIDELINES FOR THE USE OF LABOR MARKET INFORMATION ARE PRESENTED IN ORDER TO IMPROVE PROGRAM PLANNING FOR VOCATIONAL EDUCATION IN PENNSYLVANIA BY SUPPLYING NECESSARY MANPOWER SUPPLY/DEMAND DATA. ONCE OCCUPATIONAL NEEDS ARE DEFINED FOR A SPECIFIC GEOGRAPHIC AREA, A SYSTEMS APPROACH TO PROGRAM DEVELOPMENT CAN BE UTILIZED BY VOCATIONAL TRAINING AGENCIES. NUMEROUS TABLES PRESENT THE MANPOWER DATA, WHICH ILLUSTRATE THE SUPPLY/DEMAND POSTURES FOR PENNSYLVANIA IN GENERAL AS WELL AS FOR 12 MAJOR AND THREE SMALLER LABOR MARKET AREAS IN THE STATE. A LIST OF REFERENCES AND BACKGROUND INFORMATION ON INTERPRETING THE DATA ARE INCLUDED. (AG)

VT 017 663 ED 069 906
ACCIDENT PREVENTION: A WORKERS' EDUCATION MANUAL.

INTERNATIONAL LABOUR OFFICE, GENEVA (SWITZERLAND).
EDRS PRICE MF-$0.65 HC-$6.58
INTERNATIONAL LABOUR OFFICE, SALES SECTION, 1211 GENEVA 22, SWITZERLAND ($1.00)
PUB DATE - 70 185P.

DESCRIPTORS - *ACCIDENT PREVENTION; ACCIDENTS; *INDUSTRIAL PERSONNEL; INDUSTRY; LABORERS; *LABOR STANDARDS; *MANUALS; *SAFETY EDUCATION

ABSTRACT - DEVOTED TO PROVIDING INDUSTRIAL WORKERS WITH A GREATER KNOWLEDGE OF PRECAUTIONARY MEASURES UNDERTAKEN AND ENFORCED BY INDUSTRIES FOR THE PROTECTION OF WORKERS, THIS SAFETY EDUCATION MANUAL CONTAINS 14 LESSONS RANGING FROM "THE PROBLEMS OF ACCIDENTS DURING WORK" TO "TRADE UNIONS AND WORKERS AND INDUSTRIAL SAFETY." FIRE PROTECTION, SAFETY EQUIPMENT AND HAZARDS IN CERTAIN TOOLS AND EQUIPMENT ARE DISCUSSED, AS WELL AS WORKER ATTITUDES, PROPAGANDA, EDUCATION, AND TRAINING. ACCIDENT STATISTICS, PREVENTIVE METHODS, AND SAFETY ACTIVITIES AND RESPONSIBILITIES INITIATED AND ASSUMED BY THE INDUSTRY ARE COVERED. RELATED QUESTIONS ARE INCLUDED AT THE END OF EACH TOPICS. (SN)

VT 017 693
GAY, KATHLYN
GIRL PILOT. A CAREER-ROMANCE FOR YOUNG MODERNS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-06601
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($3.50)
PUB DATE - 67 187P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *AIRCRAFT PILOTS; *SUPPLEMENTARY READING MATERIALS; SECONDARY GRADES; *FEMALES; OCCUPATIONAL INFORMATION; INTERMEDIATE GRADES; CAREER OPPORTUNITIES
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THE PLOT OF THE BOOK CENTERS AROUND A YOUNG WOMEN PILOT WHO HAS TO PROVE

HERSELF IN A MAN'S WORLD AND MANAGES TO FALL IN LOVE WITH AN FAA INSPECTOR. THE EVERYDAY ROUTINES OF FLYING, THE CHALLENGES, AND REWARDS IN THE FLYING FIELD ARE DESCRIBED IN THE STORY. (PM)

VT 017 721
SLOBODKIN, LOUIS
READ ABOUT THE POSTMAN. READ ABOUT SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7278-09125
FRANKLIN WATTS, INC., 575 LEXINGTON AVENUE, NEW YORK, NEW YORK 10022
PUB DATE - 66 67P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; SOCIAL SCIENCES; *SERVICE OCCUPATIONS; ELEMENTARY GRADES; *GOVERNMENT EMPLOYEES; FEDERAL GOVERNMENT; ILLUSTRATIONS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK INTRODUCES ELEMENTARY GRADE STUDENTS TO THE POSTAL SERVICE. PICTURES AND NARRATION OUTLINE THE HISTORY OF MAIL DELIVERY FROM THE FIRST CLAY POSTCARDS TO THE PRESENT, AND AN ACCOUNT OF TODAY'S MAIL PROCESSING FOLLOWS THE HISTORICAL MATERIAL. SUGGESTIONS FOR BECOMING A POSTAL WORKER ARE INCLUDED. IN ADDITION TO PROVIDING SUBJECT MATERIAL, THIS BOOK STIMULATES AN INTEREST IN THE YOUNG READER TO STUDY AND LEARN WITHOUT DIRECT SUPERVISION. (PM)

VT 017 723
MAHER, JOHN E.;SYMMES, S. STOWELL
LEARNING ABOUT PEOPLE WORKING FOR YOU.

DOCUMENT NOT AVAILABLE FROM EDRS.
7278-08697
FRANKLIN WATTS, INC., 575 LEXINGTON AVENUE, NEW YORK, NEW YORK 10022
PUB DATE - 69 72P. PMM COLLECTION

DESCRIPTORS - ELEMENTARY GRADES; *CAREER EDUCATION; SOCIAL SCIENCES; LANGUAGE ARTS; SUPPLEMENTARY MATERIALS; SERVICE OCCUPATIONS; *OCCUPATIONAL INFORMATION; LABOR FORCE; SERVICES; *ECONOMICS; *ECONOMIC EDUCATION
IDENTIFIERS - CAREER AWARENESS; *ECONOMIC AWARENESS

ABSTRACT - DESIGNED FOR ELEMENTARY GRADES, THIS BOOK IS INTENDED TO GIVE STUDENTS SOME AWARENESS AND KNOWLEDGE ABOUT THE ECONOMIC SYSTEM OF THE U.S., THE LABOR FORCE, AND THE GOODS AND SERVICES PRODUCED BY THE PUBLIC AND PRIVATE SECTORS OF THE ECONOMY. (PM)

VT 017 752
FRIED, ELEANOR L.
IS THE FASHION BUSINESS YOUR BUSINESS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7234-06826
FAIRCHILD PUBLICATIONS, INC., 7 E. 12 ST., NEW YORK, NY 10003 ($6.95)
PUB DATE - 70 226P. PMM COLLECTION; THIRD EDITION

DESCRIPTORS - CAREER EDUCATION; RESOURCE MATERIALS; DISTRIBUTIVE EDUCATION; *MARKETING; SECONDARY GRADES; INDEPENDENT STUDY; INDIVIDUAL COUNSELING; *CAREER PLANNING; *EMPLOYMENT OPPORTUNITIES; *CLOTHING; *CLOTHING DESIGN
IDENTIFIERS - *CAREER AWARENESS; EMPLOYMENT SKILLS; ATTITUDES APPRECIATIONS

ABSTRACT - THE PURPOSE OF THIS BOOK IS TO PROVIDE HIGH SCHOOL STUDENTS WITH INFORMATION ON CAREERS IN THE FASHION BUSINESS. VARIOUS FASHION DISCIPLINES ARE DESCRIBED, INCLUDING DESIGNING, MERCHANDISING, PROMOTION, PUBLISHING, APPAREL PRODUCTION AND MANAGEMENT. FOR EACH FASHION FIELD, A LISTING IS GIVEN OF THE OPPORTUNITIES, THE REQUIREMENTS, AND THE EARNING POSSIBILITIES. AN INDEX AND A BIBLIOGRAPHY ARE ALSO INCLUDED. (PM)

VT 017 753
GRANDFIELD, RAYMOND J.;GOLD, FAYE
WORKING IN A STORE. DISTRIBUTIVE CAREER SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7234-06829
FAIRCHILD PUBLICATIONS, INC., 7 E. 12 ST., NEW YORK, NY 10003
PUB DATE - 72 122P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; VOCATIONAL EDUCATION; SECONDARY GRADES; *SUPPLEMENTARY READING MATERIALS; *MARKETING; *SALES WORKERS; *SALES OCCUPATIONS; *DISTRIBUTIVE EDUCATION; JOB SKILLS; OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; *EMPLOYMENT SKILLS

ABSTRACT - THIS BOOK, DESIGNED FOR SECONDARY GRADES, IS INTENDED TO GIVE THE STUDENT AN OPPORTUNITY TO EXPLORE SOME OF THE JOBS HE COULD GET IN A STORE. THE JOBS INCLUDED ARE: (1) CASHIER, (2) SALESPERSON, (3) STORE CLERK, AND (4) DISPLAY ASSISTANT. SAMPLE PROBLEMS ARE PROVIDED TO GIVE THE STUDENT SOME IDEA OF THE SKILLS REQUIRED FOR THESE JOBS. (PM)

VT 017 754
GRANDFIELD, RAYMOND J.;GOLD, FAYE
DISTRIBUTION AND DISTRIBUTIVE CAREERS. DISTRIBUTIVE CAREERS SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7234-06828
FAIRCHILD PUBLICATIONS, INC., 7 E. 12 ST., NEW YORK, NY 10003
PUB DATE - 72 96P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; VOCATIONAL EDUCATION; SECONDARY GRADES; *SUPPLEMENTARY READING MATERIALS; *MARKETING; *DISTRIBUTIVE EDUCATION; *CAREER OPPORTUNITIES; EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - INTENDED FOR SECONDARY GRADES, THIS BOOK IS DESIGNED TO HELP STUDENTS UNDERSTAND: (1) HOW BUSINESSES OPERATE IN OUR FREE ENTERPRISE SYSTEM, (2) THE IMPORTANCE OF DISTRIBUTION TO OUR ECONOMY AND TO EACH INDIVIDUAL, (3) HOW THEIR STUDIES IN DISTRIBUTIVE EDUCATION CLASSES WILL HELP THEM

TO ACHIEVE THEIR CAREER GOALS, (4) THE KINDS OF JOBS AVAILABLE IN DISTRIBUTION, AND (5) WHICH ABILITIES AND COMPETENCIES ARE NEEDED TO GET THE DISTRIBUTIVE JOBS THEY WANT. (PM)

VT 017 757
ZAREM, LEWIS
CAREERS AND OPPORTUNITIES IN ASTRONAUTICS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7257-09006
E.P. DUTTON & CO., INC., 201 PARK AVE., S, NEW YORK, NY 10003
PUB DATE - 69 290P. PMM COLLECTION; REVISED EDITION

DESCRIPTORS - BOOKS; *CAREER OPPORTUNITIES; *OCCUPATIONAL INFORMATION; FEDERAL PROGRAMS; PHOTOGRAPHS; RESOURCE MATERIALS; AEROSPACE TECHNOLOGY; *SPACE SCIENCES; OCCUPATIONAL SURVEYS; OCCUPATIONAL ASPIRATION; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; TECHNICAL OCCUPATIONS; INDUSTRY; *EMPLOYMENT QUALIFICATIONS; OCCUPATIONAL GUIDANCE
IDENTIFIERS - *ASTRONAUTICS; CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A SPACE SCIENTIST, PROVIDES A REVISED COMPREHENSIVE GUIDE TO A WIDE RANGE OF CAREER OPPORTUNITIES IN ASTRONAUTICS--THE SCIENCE AND TECHNOLOGY OF SPACE FLIGHT. TOPICS DISCUSSED INCLUDE FEDERAL SPACE PROGRAMS, THE HISTORY OF SPACE EXPLORATION, SPECIFIC OCCUPATIONAL INFORMATION, EMPLOYMENT QUALIFICATIONS SUCH AS EDUCATION AND TRAINING, AND SALARY RANGES. PHOTOGRAPHS ILLUSTRATE THE TEXT, WHICH INCLUDES LISTS OF EMPLOYERS IN THE AEROSPACE INDUSTRIES, BOTH FOR GOVERNMENT AND INDUSTRY, AND OTHER RESOURCE MATERIALS. MANPOWER NEEDS, THE NATURE AND SCOPE OF ASTRONAUTICS, AND POSSIBILITIES FOR FUTURE SPACE EXPLORATION ARE DETAILED. AN INDEX IS INCLUDED. (AG)

VT 017 760
COOMBS, CHARLES
DEEP-SEA WORLD: THE STORY OF OCEANOGRAPHY.

DOCUMENT NOT AVAILABLE FROM EDRS.
7252-09481
WILLIAM MORROW & CO., 105 MADISON AVE., NEW YORK, NEW YORK 10016
PUB DATE - 66 256P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; RESOURCE MATERIALS; READING MATERIALS; NATURAL RESOURCES; ELEMENTARY GRADES; INDEPENDENT STUDY; OCEANOLOGY; *MARINE TECHNICIANS; *OCEAN ENGINEERING; MARINE BIOLOGY; *NATURAL SCIENCES; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DESIGNED TO INTRODUCE STUDENTS OF GRADES 5 THROUGH 7 TO CAREERS IN OCEANOGRAPHY, THIS BOOK DISCUSSES HOW THE OCEANS WERE FORMED, INHABITANTS OF THE OCEANS, UTILIZATION OF OCEANS FOR THE GROWING WORLD POPULATION, AND NUMEROUS OTHER ASPECTS OF MARINE SCIENCES. THE FINAL CHAPTER PROVIDES SPECIFIC INFORMATION ON OCEANOGRAPHY AS A CAREER, INCLUDING EDUCATIONAL REQUIREMENTS, DEGREES OFFERED, COLLEGES AND UNIVERSITIES OFFERING DEGREES IN THE FIELD, AND SOURCES OF ADDITIONAL INFORMATION. THE BOOK IS ILLUSTRATED WITH NUMEROUS PHOTOGRAPHS. (PM)

VT 017 763
ENGLEBARDT, STANLEY L.
CAREERS IN DATA PROCESSING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7252-09485
LOTHROP, LEE & SHEPARD CO., 105 MADISON AVE., NEW YORK, NEW YORK 10016 ($4.50)
PUB DATE - 69 123P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; POST SECONDARY EDUCATION; *DATA PROCESSING; *EMPLOYMENT OPPORTUNITIES; *DATA PROCESSING OCCUPATIONS; COMPUTER SCIENCE EDUCATION; COMPUTERS; *COMPUTER SCIENCE; *OCCUPATIONAL INFORMATION; TECHNICAL OCCUPATIONS
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - THIS BOOK INTRODUCES STUDENTS OF GRADES 9-12 AND POST SECONDARY STUDENTS TO CAREERS IN DATA PROCESSING. IT TELLS WHAT COMPUTERS ARE AND HOW THEY WORK. MORE IMPORTANTLY, HOWEVER, IT SPOTLIGHTS INDIVIDUALLY THE CAREERS AVAILABLE IN DATA PROCESSING, AND GIVES PERSONAL HISTORIES OF PEOPLE INVOLVED IN THEM. EXAMPLES OF COMPUTERS IN SUCH FIELDS AS MEDICINE AND EDUCATION DRAMATIZE THE FUTURE POSSIBILITIES OF A DATA-PROCESSING CAREER AND HELP THE READER DECIDE WHERE HE FITS IN THIS BURGEONING INDUSTRY. (PM)

VT 017 765
HAILES, WILLIAM D., JR.;HUBBARD, RAYMOND T.
SMALL BUSINESS MANAGEMENT. TEXT, TEACHER'S MANUAL AND KEY, AND TEST PACKET. BOOK I.

DOCUMENT NOT AVAILABLE FROM EDRS.
7240-07248
DELMAR PUBLISHERS, INC., MOUNTAINVIEW AVE., ALBANY, NY 12205
PUB DATE - 65 555P. PMM COLLECTION

DESCRIPTORS - CAREER OPPORTUNITIES; *BUSINESS EDUCATION; ADMINISTRATIVE PERSONNEL; *BUSINESS ADMINISTRATION; MERCHANDISING; *MANAGEMENT EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; TEACHING GUIDES; WORKBOOKS; *INSTRUCTIONAL MATERIALS; TESTS
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS SET IS DESIGNED FOR GRADES 11-14 AND CONSISTS OF A TEXT-WORKBOOK, TEACHING GUIDE, AND TEST PACKET. IT IS A PRACTICAL GUIDE AND AN OUTLINE FOR BOTH THE TEACHER AND THE STUDENT OF SMALL BUSINESS MANAGEMENT AND COVERS 15 MAJOR UNITS WHICH RELATE TO THE SUCCESS IN BUSINESS OWNERSHIP. AN ATTEMPT HAS BEEN MADE TO USE SIMPLIFIED TERMINOLOGY AND EMPHASIZE THE PRACTICAL RATHER THAN THE THEORETICAL VALUES OF ESSENTIAL INFORMATION PRESENTED. (PM)

VT 017 766
CALDWELL, ESTHER;HEGNER, BARBARA R.
HEALTH ASSISTANT. TEXT AND INSTRUCTOR'S GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
7240-07252

DELMAR PUBLISHERS, INC., MOUNTAINVIEW AVE., ALBANY, NY 12205
PUB DATE - 69 243P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *TEXTBOOKS; HEALTH SERVICES; *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; HUMAN SERVICES; MEDICAL ASSISTANTS; TEACHING GUIDES; SUPPLEMENTARY READING MATERIALS; *VOCATIONAL EDUCATION; TRAINING; SECONDARY GRADES; POST SECONDARY EDUCATION; ADULT VOCATIONAL EDUCATION
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; ATTITUDES APPRECIATIONS

ABSTRACT - THIS TEXT-WORKBOOK AND TEACHING GUIDE ARE DESIGNED FOR GRADES 11 THROUGH 14, TO PROVIDE SELECTED BEGINNERS WITH THE INITIAL SKILLS AND BACKGROUND INFORMATION NECESSARY TO PREPARE THEM TO FUNCTION AS ASSISTANTS TO THE PROFESSIONAL NURSING STAFF. THIS TEXT WILL ALSO SERVE AS A READY REFERENCE FOR THE MATURE ASSISTANT ALREADY EMPLOYED IN THE FIELD WHO WISHES TO UPDATE AND REFRESH HER KNOWLEDGE OF SPECIFIC PATIENT CARE. EACH OF THE 36 UNITS PROVIDES: (1) OBJECTIVES, (2) RELATED INFORMATION, (3) SUMMARY, (4) SUGGESTED ACTIVITIES, AND (5) ASSIGNMENT. ILLUSTRATIONS AND PHOTOGRAPHS SUPPLEMENT THE TEXT. (PM)

VT 017 768
MAILES, WILLIAM D., JR.;HUBBARD, RAYMOND T.
SMALL BUSINESS MANAGEMENT. TEXT, TEACHER'S MANUAL AND KEY, AND TEST PACKET. BOOK II.

DOCUMENT NOT AVAILABLE FROM EDRS.
7240-07249
DELMAR PUBLISHERS, INC., MOUNTAINVIEW AVE., ALBANY, NY 12205
PUB DATE - 67 417P. PMM COLLECTION

DESCRIPTORS - *CAREER OPPORTUNITIES; *BUSINESS EDUCATION; ADMINISTRATIVE PERSONNEL; *BUSINESS ADMINISTRATION; MERCHANDISING; *MANAGEMENT EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; TEACHING GUIDES; WORKBOOKS; *INSTRUCTIONAL MATERIALS
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS SET IS DESIGNED FOR GRADES 11-14 AND CONSISTS OF A TEXT-WORKBOOK, TEACHING GUIDE, AND TEST PACKET. IT IS A PRACTICAL GUIDE AND AN OUTLINE FOR BOTH THE TEACHER AND THE STUDENT OF SMALL BUSINESS MANAGEMENT AND COVERS 15 MAJOR UNITS WHICH RELATE TO THE SUCCESS IN BUSINESS OWNERSHIP. AN ATTEMPT HAS BEEN MADE TO USE SIMPLIFIED TERMINOLOGY AND EMPHASIZE THE PRACTICAL RATHER THAN THE THEORETICAL VALUES OF ESSENTIAL INFORMATION PRESENTED. (PM)

VT 017 769 ED 069 917
A HANDBOOK OF COOPERATIVE PROGRAMS FOR OKLAHOMA VOCATIONAL AND TECHNICAL EDUCATION.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER.
EDRS PRICE MF-$0.65 HC-$3.29
OKLAHOMA STATE DEPT. OF VO-TECH EDUC., 1515 W. SIXTH ST., STILLWATER, OKLAHOMA 74074 ($1.00)
PUB DATE - 72 49P.; 1972 REVISION

DESCRIPTORS - *ARTICULATION (PROGRAM); *COOPERATIVE PROGRAMS; HUMANITIES; INSTRUCTOR COORDINATORS; JOB TRAINING; MANUALS; PROGRAM COORDINATION; *PROGRAM DESCRIPTIONS; RESOURCE MATERIALS; SECONDARY GRADES; *STATE PROGRAMS; STUDENT EVALUATION; VOCATIONAL DEVELOPMENT; *VOCATIONAL EDUCATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *OKLAHOMA

ABSTRACT - THIS REVISED HANDBOOK DESCRIBES OKLAHOMA'S COOPERATIVE PROGRAMS FOR THE SECONDARY GRADES IN VOCATIONAL EDUCATION, INCLUDING THE FOLLOWING TOPICS: (1) PURPOSES OF VOCATIONAL EDUCATION, (2) THE SIX TYPES OF COOPERATIVE PROGRAMS IN OKLAHOMA, (3) THE ROLE OF TEACHER-COORDINATOR, (4) THE ADVISORY COMMITTEE'S ROLE, (5) REGULATIONS, (6) TRAINING STATIONS, (7) SELECTION OF STUDENTS, (8) STUDENT EVALUATION, (9) YOUTH ORGANIZATIONS FOR COOPERATIVE EDUCATION STUDENTS, (10) COORDINATION OF PROGRAMS, AND (11) LEGAL CONSIDERATIONS. SAMPLE PROGRAM MATERIALS ARE APPENDED. (AG)

VT 017 770 ED 069 918
CAREER EDUCATION RESOURCE GUIDE.

GENERAL LEARNING CORP., WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
GENERAL LEARNING CORP., 2139 WISCONSIN AVE., N.W., WASHINGTON, D.C. 20007
PUB DATE - 72 257P.

DESCRIPTORS - ADULT VOCATIONAL EDUCATION; BIBLIOGRAPHIES; *CAREER EDUCATION; *CONCEPTUAL SCHEMES; EDUCATIONAL OBJECTIVES; ELEMENTARY GRADES; HUMANITIES; *INSTRUCTIONAL INNOVATION; *LEARNING ACTIVITIES; PHOTOGRAPHS; PROGRAM EVALUATION; *RESOURCE GUIDES; SECONDARY GRADES; VOCATIONAL DEVELOPMENT
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS RESOURCE GUIDE FOR CAREER EDUCATION PROGRAMS PRESENTS SEPARATE SECTIONS WITH INNOVATIVE LEARNING ACTIVITIES AND RESOURCE IDEAS FOR KINDERGARTEN AND THE ELEMENTARY GRADES, THE MIDDLE AND JUNIOR HIGH SCHOOL GRADES, AND FOR HIGH SCHOOL AND ADULT EDUCATION. IDEAS FOR EVALUATING CAREER EDUCATION PROGRAMS ARE GIVEN FOR EACH LEVEL, TOGETHER WITH TEACHING PROCEDURES, PERFORMANCE OBJECTIVES, RESOURCE MATERIALS, CONCEPTUAL STATEMENTS, AND EXPLANATORY NOTES FOR EACH LEARNING ACTIVITY. PHOTOGRAPHS ILLUSTRATE THE TEXT, WHICH WAS DEVELOPED LARGELY BY TEACHERS, SCHOOL ADMINISTRATORS, AND OTHER EDUCATORS FROM SCHOOL SYSTEMS THROUGHOUT THE NATION FOR THE USE OF OTHER TEACHERS AT THE ELEMENTARY AND SECONDARY LEVELS. A BIBLIOGRAPHY, A LIST OF RESOURCE PEOPLE, A CONCEPTUAL CHART CORRELATED WITH INDIVIDUAL LEARNING ACTIVITIES, AND AN EXTENSIVE RATIONALE FOR CAREER EDUCATION ARE INCLUDED. (AG)

VT 017 787
AGRICULTURAL EDUCATION.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09644

CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 75P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY EDUCATION; POST SECONDARY EDUCATION; *SUPPLEMENTARY READING MATERIALS; INDEPENDENT STUDY; OCCUPATIONAL GUIDANCE; *AGRICULTURAL OCCUPATIONS; *AGRICULTURAL TECHNICIANS; *OFF FARM AGRICULTURAL OCCUPATIONS; *AGRIBUSINESS; FARM OCCUPATIONS; FARMERS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS SET OF 18 BRIEFS ON A VARIETY OF JOBS RELATED TO AGRICULTURE MAY BE USED IN GRADES 9 THROUGH 14. JOB DESCRIPTIONS INCLUDED ARE VETERINARY MEDICINE, BIOLOGIST, ZOOLOGIST, MEATCUTTER, MEAT INSPECTOR, AND OCCUPATIONS IN THE CANNING AND PRESERVING INDUSTRY. EACH BRIEF CONCENTRATES ON ONE TYPE OF WORK, DESCRIBING THE JOB, GIVING PERSONAL AND EDUCATIONAL REQUIREMENTS AND A LIST OF SOURCES FOR FURTHER READING. (PM)

VT 017 788
FURNITURE INDUSTRY.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09648
CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 81P. PMM COLLECTION

DESCRIPTORS - INDUSTRIAL EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; INDEPENDENT STUDY; OCCUPATIONAL GUIDANCE; *SUPPLEMENTARY READING MATERIALS; OCCUPATIONS; *MANUFACTURING; INDUSTRIAL ARTS; *FURNITURE INDUSTRY; *FURNITURE DESIGN; APPRENTICESHIPS; CRAFTSMEN; SALESMANSHIP; OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS SET OF 20 BRIEFS ON A VARIETY OF JOBS IN THE FURNITURE INDUSTRY MAY BE USED IN GRADES 9 THROUGH 14. JOBS COVERED INCLUDE CARPENTER, UPHOLSTERER, INTERIOR DESIGNER, DRAFTSMAN AND FURNITURE MOVER. EACH BRIEF CONCENTRATES ON ONE OCCUPATION, GIVING A JOB DESCRIPTION, PERSONAL AND EDUCATIONAL REQUIREMENTS, AND A LIST OF SOURCES FOR FURTHER READING. (PM)

VT 017 793
COMPUTATIONAL.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09647
CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 130P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; INDEPENDENT STUDY; OCCUPATIONAL GUIDANCE; *OCCUPATIONAL INFORMATION; *TECHNICAL MATHEMATICS; PROGRAMERS; ECONOMICS; *MATHEMATICIANS; ENGINEERS; ACCOUNTANTS; *OCCUPATIONS; RETAILING
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DOCUMENT CONSISTS OF A SET OF 31 OCCUPATIONAL BRIEFS AND CORRESPONDING DICTIONARY OF OCCUPATIONAL TITLES (DOT) CODE NUMBERS ON A VARIETY OF JOBS IN THE MATHEMATICS FIELD, AND THE INFORMATION MAY BE USEFUL IN GRADES 9-14. JOBS COVERED INCLUDE ENGINEERING, ECONOMICS, MATHEMATICIANS, ACCOUNTANTS, PROGRAMMERS, AND DRAFTSMEN. EACH BRIEF CONCENTRATES ON ONE TYPE OF JOB GIVING A JOB DESCRIPTION, SALARIES, WORKING HOURS, ADVANTAGES, DISADVANTAGES, OPPORTUNITIES FOR ADVANCEMENT, AND PERSONAL, EDUCATIONAL, AND TRAINING REQUIREMENTS. SOURCES OF FURTHER INFORMATION ARE INCLUDED. (PM)

VT 017 794
ARTISTIC/ MUSICAL/ ENTERTAINMENT.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09650
CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 248P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *FINE ARTS; *RECREATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; COMMERCIAL ART; *MUSICIANS; ARTISTS; MASS MEDIA; DRAFTSMEN; *DRAMATICS; ATHLETICS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DOCUMENT CONSISTS OF A SET OF 61 OCCUPATIONAL BRIEFS AND CORRESPONDING DICTIONARY OF OCCUPATIONAL TITLES (DOT) CODE NUMBERS ON A VARIETY OF CAREERS IN THE FIELDS OF FINE ARTS AND RECREATION, AND THE INFORMATION MAY BE USEFUL IN GRADES 9-14. JOBS COVERED INCLUDE MUSICIANS, ARTISTS, ATHLETES, DESIGNERS, VOCALISTS, ACTORS, AND RADIO AND TELEVISION ANNOUNCERS. EACH BRIEF CONCENTRATES ON ONE JOB GIVING A JOB DESCRIPTION, WORKING HOURS, SALARY, ADVANCEMENT OPPORTUNITIES, ADVANTAGES, DISADVANTAGES, AND PERSONAL, EDUCATIONAL, AND TRAINING REQUIREMENTS. SOURCES OF FURTHER INFORMATION ARE INCLUDED. (PM)

VT 017 796
IVARIE, TED W., AND OTHERS
LEARNING SYSTEM FOR OFFSET INSTRUCTION AND FUNDAMENTALS OF OFFSET: A BASIC COURSE IN OFFSET DUPLICATING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1021-08892
A.B. DICK COMPANY, 5700 W. TOUHY AVE., CHICAGO, ILL. 60648
PUB DATE - 69 320P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; TEXTBOOKS; BUSINESS EDUCATION; *OFFICE OCCUPATIONS; OFFICE MACHINES; GRADE 11; GRADE 12; COMMUNICATION; *REPROGRAPHY; INDEPENDENT STUDY; PROGRAMED INSTRUCTION; PROGRAMED TEXTS; *STUDY GUIDES
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - THIS SET OF THREE TEXT-WORKBOOKS IS A WORKABLE COURSE OF STUDY DESIGNED TO ASSIST THE TEACHER TO DO A BETTER JOB OF TEACHING OFFSET TO STUDENTS OF GRADES 11 AND 12. IT PERMITS THE INDIVIDUAL STUDENT TO PROGRESS WITH A MINIMUM OF SUPERVISION AND INSTRUCTION TIME. THE PROJECTS DEVELOP THE ABILITY TO PREPARE DIRECT IMAGE MASTERS,

PRESENSITIZED OFFSET PLATES, AND ARTWORK FOR THE PREPARATION OF NEGATIVES. (PM)

VT 017 797
WATSON, BERNARD C.
PEOPLE AND CHOICES (PAC) CAREER FOLIOS. SET 3: BUSINESS, FINANCE. TEXT AND TEACHER'S GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
7280-09014
HARCOURT BRACE JOVANOVICH, INC., 757 THIRD AVE., NEW YORK, NEW YORK 10017
PUB DATE - 71 139P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *OCCUPATIONAL GUIDANCE; TEACHING GUIDES; *AUTOINSTRUCTIONAL AIDS; *EDUCATIONAL RESOURCES; JUNIOR HIGH SCHOOLS; SECONDARY GRADES; *DISTRIBUTIVE EDUCATION; MARKETING; *OCCUPATIONAL INFORMATION; BUSINESS
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 10 FOLIOS INTRODUCES THE JUNIOR HIGH SCHOOL OR SECONDARY GRADE STUDENT TO OCCUPATIONS IN BUSINESS AND FINANCE. SOME OF THE OCCUPATIONS COVERED ARE FOUNDRY PRESIDENT, PLANT SCHEDULER, ACCOUNTANT, RESTAURANT OWNER, BUTCHER, SALESMAN AND BUYER, OFFICE MANAGER, AND REAL ESTATE BROKER. THE FOLIOS ARE PRINTED ON A DURABLE SYNTHETIC MATERIAL AND UNFOLD IN POSTER FASHION. EACH FOLIO CONTAINS A MESSAGE ON THE SUBJECT, A BIOGRAPHY OF AN INDIVIDUAL AND HIS OCCUPATION, SOME ACTIVITES FOR STUDENTS, AND A SECTION ON VOCABULARY OR RELATED READINGS. BRIGHT PHOTOGRAPHS ILLUSTRATE THE TEXT. A TEACHER'S GUIDE ACCOMPANIES THE SET. (PM)

VT 017 801 ED 069 919
MICROFICHE COLLECTION OF CLEARINGHOUSE DOCUMENTS REPORTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM), VOLUME 6, NUMBER 1.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$47.52 HC NOT AVAILABLE FROM EDRS.
PUB DATE - 72 20,699P.

DESCRIPTORS - AGRICULTURAL EDUCATION; BUSINESS EDUCATION; CAREER EDUCATION; CLEARINGHOUSES; DISTRIBUTIVE EDUCATION; DOCUMENTATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDEXES (LOCATERS); INDUSTRIAL ARTS; INFORMATION RETRIEVAL; INFORMATION STORAGE; *INSTRUCTIONAL MATERIALS; *MICROFICHE; *TECHNICAL EDUCATION; TRADE AND INDUSTRIAL EDUCATION; *VOCATIONAL EDUCATION

ABSTRACT - DOCUMENTS ANNOUNCED WITH VT NUMBERS ONLY IN VOLUME 6, NUMBER 1 (VT 017 800) OF "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM) ARE INCLUDED IN THIS MICROFICHE SET. THE MICROFICHE SET IS ARRANGED IN THE FOLLOWING SEQUENCE: (1) A VOCATIONAL TECHNICAL (VT) NUMBER INDEX TO DOCUMENTS IN THE MICROFICHE COLLECTION, (2) THE SUBJECT AND AUTHOR INDEXES FROM AIM, AND (3) THE FULL TEXT OF DOCUMENTS LISTED IN THE VT NUMBER INDEX. THE TEXTS ARE FILMED CONTINUOUSLY IN VT NUMBER SEQUENCE. (CD)

VT 017 809 ED 069 920
CUNNINGHAM, LUVERN L.
GOVERNING SCHOOLS: NEW APPROACHES TO OLD ISSUES. MERRILL'S SERIES FOR EDUCATIONAL ADMINISTRATION.

DOCUMENT NOT AVAILABLE FROM EDRS.
5054-06670
CHARLES E. MERRILL PUBLISHING CO., DIV. OF BELL & HOWELL CO., 1300 ALUM CREEK DR., COLUMBUS, OH 43216
PUB DATE - 71 277P. PMM COLLECTION

DESCRIPTORS - *PROFESSIONAL PERSONNEL; COMMUNITY RELATIONS; SCHOOL COMMUNITY RELATIONSHIP; *SCHOOL ADMINISTRATION; POLITICAL ATTITUDES; EDUCATIONAL CHANGE; *STAFF IMPROVEMENT; EDUCATIONAL RESOURCES; SCHOOL IMPROVEMENT; *ADMINISTRATIVE PROBLEMS; *EDUCATIONAL PROBLEMS

ABSTRACT - THIS BOOK FOR EDUCATIONAL ADMINISTRATORS COVERS A WIDE RANGE OF PROBLEMS, FROM THE DIFFICULTIES OF ADMINISTERING A JUNIOR HIGH SCHOOL IN THE GHETTO TO THE DIFFICULTIES OF RE-ORGANIZING METROPOLITAN AREAS. THE AUTHOR PROVIDES CRITERIA FOR EVALUATING PROPOSALS TO SOLVE THE PROBLEMS AND GIVES THE HISTORICAL PERSPECTIVE ONE NEEDS TO VIEW THE SCHOOL-SOCIETY SCENE OBJECTIVELY. THE EARLY CHAPTERS OF THE BOOK TREAT CONTEMPORARY PROBLEMS AND ISSUES RANGING FROM THE QUESTIONS OF INSTITUTIONAL SURVIVAL IN TIMES OF EXTREME CRISIS TO THE LARGER ISSUES IN INSTITUTIONAL ACCOUNTABILITY. SUBSEQUENT CHAPTERS CONTAIN ANALYSES OF THE RELATIONSHIP BETWEEN SCHOOL AND OTHER GOVERNMENTS, THE IMPLICATIONS OF RESEARCH ON COMMUNITY POWER FOR SCHOOL CONTROL, AND SOME NEW MODELS FOR ORGANIZING SCHOOLS ON METROPOLITAN BASES. CONCLUDING CHAPTERS DEAL WITH PROPOSALS FOR REFORM SUCH AS DECENTRALIZATION AND COMMUNITY CONTROL, CITIZEN PARTICPATION IN SCHOOL AFFAIRS, AND PERSPECTIVES ON PREPARING TODAYS EDUCATIONAL LEADERS FOR TOMORROWS PROBLEMS. (PM)

VT 017 811
LITERARY OCCUPATIONS.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09649
CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 186P. PMM COLLECTION

DESCRIPTORS - FINE ARTS; *LANGUAGE ARTS; SECONDARY GRADES; POST SECONDARY EDUCATION; INDEPENDENT STUDY; *GUIDANCE; *OCCUPATIONAL INFORMATION; LIBRARIANS; SECRETARIES; LAWYERS; TECHNICAL WRITING; MASS MEDIA; TEACHERS; INTERPRETERS; CLERGYMEN
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS SET OF 46 BRIEFS ON A VARIETY OF JOBS THAT INVOLVE SOME WRITING SKILLS MAY BE USED IN GRADES 9 THROUGH 14. JOBS COVERED INCLUDE SECRETARIES, LIBRARIANS, TEACHERS, TECHNICAL WRITERS, LAWYERS AND CLERGYMEN.

EACH BRIEF CONCENTRATES ON ONE JOB GIVING JOB DESCRIPTIONS, PERSONAL AND EDUCATIONAL REQUIREMENTS AND A LIST OF SOURCES FOR FURTHER READING. (PM)

VT 017 812
COMMUNICATIONS.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
15E2-09645
CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 176P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; DISTRIBUTIVE EDUCATION; SECONDARY GRADES; *COMMUNICATIONS; POST SECONDARY EDUCATION; INDEPENDENT STUDY; *OCCUPATIONAL GUIDANCE; *SUPPLEMENTARY READING MATERIALS; *COMMUNICATION (THOUGHT TRANSFER); *MASS MEDIA; TEACHERS; AUTHORS; COMMERCIAL ART; INTERPRETERS; FOREIGN DIPLOMATS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - "COMMUNICATIONS" IS A SET OF 46 BRIEFS ON A VARIETY OF JOBS IN THE COMMUNICATIONS FIELD AND MAY BE USED IN GRADES 9 THROUGH 14. JOBS COVERED INCLUDE SALES, TEACHING, RADIO, TELEVISION AND NEWSPAPER REPORTING, INTERPRETERS, HOTEL AND MOTEL CLERKS, ADVERTISING PERSONNEL AND TELEPHONE OPERATORS. EACH BRIEF CONCENTRATES ON ONE JOB GIVING A JOB ANALYSIS, PERSONAL AND EDUCATIONAL REQUIREMENTS AND A LIST OF SOURCES FOR FURTHER READING. (PM)

VT 017 813
HEALTH OCCUPATIONS.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
15E2-09642
CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 85P. PMM COLLECTION

DESCRIPTORS - *HEALTH OCCUPATIONS; SECONDARY GRADES; POST SECONDARY EDUCATION; *GUIDANCE; *OCCUPATIONAL INFORMATION; FOOD AND DRUG INSPECTORS; PHYSICIANS; NURSES; DIETITIANS; DENTISTS; RADIOLOGIC TECHNOLOGISTS; THERAPISTS; MEDICAL RECORD LIBRARIANS; MEDICAL ASSISTANTS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS SET OF 21 BRIEFS ON A VARIETY OF JOBS IN THE HEALTH FIELD MAY BE USED IN GRADES 9 THROUGH 14. JOBS COVERED INCLUDE DOCTORS, NURSES, DIETITIANS, MEDICAL ASSISTANTS, THERAPISTS AND TECHNOLOGISTS. EACH BRIEF CONCENTRATES ON ONE TYPE OF JOB GIVING A JOB DESCRIPTION, PERSONAL AND EDUCATIONAL REQUIREMENTS AND A LIST OF SOURCES FOR FURTHER READING. (PM)

VT 017 814
PARADIS, ADRIAN A.
JOB OPPORTUNITIES FOR YOUNG NEGROES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7255-06776
DAVID MCKAY CO., INC., 750 THIRD AVE., NEW YORK, NEW YORK 10017 ($4.95)
PUB DATE - 69 214P. PMM COLLECTION

DESCRIPTORS - SUPPLEMENTARY READING MATERIALS; CAREER EDUCATION; *EMPLOYMENT OPPORTUNITIES; *OCCUPATIONAL INFORMATION; SECONDARY GRADES; DIRECTORIES; JOB APPLICATION; *RESOURCE MATERIALS; BIBLIOGRAPHIC CITATIONS; GUIDANCE; OCCUPATIONAL GUIDANCE; NEGRO YOUTH; *NEGRO STUDENTS; *WORK ATTITUDES; EMPLOYMENT INTERVIEWS; EMPLOYMENT QUALIFICATIONS
IDENTIFIERS - *EDUCATIONAL AWARENESS; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS SUPPLEMENTARY READING MATERIAL FOR GUIDANCE OF NEGRO HIGH SCHOOL STUDENTS INTRODUCES THE READER TO JOB OPPORTUNITIES FOR NEGROES IN VARIOUS AREAS. SUGGESTED READINGS ARE INCLUDED AT THE END OF EACH CHAPTER. CHAPTERS INCLUDE: (1) THE IMPORTANCE OF A HIGH SCHOOL EDUCATION, (2) FURTHER TRAINING AFTER HIGH SCHOOL, (3) JOBS IN HEALTH SERVICES, (4) THE ARMED FORCES AS WELL AS OTHER PARTICULAR JOB AREAS. FINAL CHAPTERS DEAL WITH FINDING A JOB, FILLING OUT AN APPLICATION AND JOB INTERVIEWS. CASE HISTORIES ABOUT BLACK WORKERS, AND SUGGESTED READINGS COVERING JOB OPPORTUNITIES IN SERVICE INDUSTRIES, BUSINESS, GOVERNMENT, HEALTH SERVICES AND SPORTS ARE INCLUDED. (PM)

VT 017 815
AIRLINE STEWARDESS HANDBOOK.

CAREERS RESEARCH, INC., MINNEAPOLIS, MINN.
DOCUMENT NOT AVAILABLE FROM EDRS.
5088-09180
CAREERS RESEARCH, INC., 4725 EXCELSIOR BOULEVARD, MINNEAPOLIS, MINNESOTA 55416 ($3.95)
PUB DATE - 68 160P. PMM COLLECTION

DESCRIPTORS - MANUALS; CAREER EDUCATION; DISTRIBUTIVE EDUCATION; MARKETING; GRADE 11; GRADE 12; *TRANSPORTATION; PERSONAL SERVICES; *STUDY GUIDES; INDIVIDUAL COUNSELING; WORKING WOMEN; *OCCUPATIONAL INFORMATION; SUPPLEMENTARY READING MATERIALS; *VOCATIONAL COUNSELING; DIRECTORIES
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; ATTITUDES APPRECIATIONS; *AIRLINE STEWARDESSES

ABSTRACT - DESIGNED FOR USE BY STUDENTS IN GRADES 11 AND 12, THIS HANDBOOK CONTAINS INFORMATION ON EACH AIRLINE INCLUDING A DESCRIPTION OF BASIC REQUIREMENTS, SPECIAL DESIRABLE QUALITITIES, PAY, FRINGE BENEFITS, VOCATION, LOCATION, AND FLIGHT ROUTES. THE RESULTS OF A SURVEY OF 2,000 STEWARDESSES DESCRIBING PERSONAL LIKES AND DISLIKES, ADVICE, AND EXPERIENCES IN THE PROFESSION ARE INCLUDED, AND SAMPLE APPLICATION BLANKS AND A SELF-SCORING TEST FOR DETERMINING CHANCES OF SUCCESS AS A STEWARDESS ARE PROVIDED. (PM)

VT 017 977 ED 072 180
NEW CAREERS IN THE STATE EMPLOYMENT SECURITY AGENCIES: PART I, INSTRUCTION FOR A NEW CAREERS PROGRAM; PART II, SUGGESTED STAFF TRAINING GUIDE; AND PART III, HANDBOOK. (MICROFICHE).

MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. U.S. TRAINING AND EMPLOYMENT SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS.

DLMA-PSC-NC-72-013
NATIONAL TECHNICAL INFORMATION SERVICE, SPRINGFIELD, VA 22151 (PB-212 077; MF $0.95; SEE CATALOG FOR HARDCOPY PRICE)
PUB DATE - DEC70 50P.

DESCRIPTORS - JOB DEVELOPMENT; JOB TRAINING; VOCATIONAL DEVELOPMENT; *PROGRAM DESCRIPTIONS; MANPOWER UTILIZATION; OCCUPATIONAL INFORMATION; *STATE AGENCIES; MICROFICHE; CAREER LADDERS; STAFF ROLE; DISADVANTAGED GROUPS; *MANPOWER DEVELOPMENT; SUBPROFESSIONALS; *EMPLOYMENT PROGRAMS; MANUALS; *AGENCY ROLE
IDENTIFIERS - *NEW CAREERS

ABSTRACT - THIS 3-PART PACKAGE PROVIDES A DESCRIPTION OF THE PHILOSOPHY AND OPERATING INSTRUCTIONS FOR NEW CAREERS TRAINING PROGRAMS IN EMPLOYMENT SECURITY (NCES) AGENCIES. THE FIRST PART GIVES INSTRUCTIONS TO STATE AGENCIES AND DEPARTMENT OF LABOR STAFFS ON THE OPERATIONS OF A TRAINING PROJECT. INCLUDED ARE TERM DEFINITIONS, PROGRAM STANDARDS, TRAINING AND EDUCATIONAL COMPONENTS TO BE SUPPLIED, PROJECT MODELS, AND JOB DESCRIPTIONS. THE SECOND PART PROVIDES INSTRUCTIONS IN NEW CAREERS FOR NCES PERSONNEL ON THEIR ROLES IN THE FUNCTIONING OF THE PROGRAM. COMPONENTS OF THE PROGRAM WHICH ARE COVERED INCLUDE RECRUITMENT AND SELECTION, ORIENTATION, CAREER DEVELOPMENT, COUNSELING, EDUCATION AND TRAINING, SUPPORTIVE SERVICES, AND SUPERVISORY STAFF TRAINING. THE THIRD PART PROVIDES A DETAILED DESCRIPTION OF THE EMPLOYMENT SECURITY AGENCY AND THE PROGRAM AS AN ORIENTATION MANUAL AND WORKBOOK FOR ENROLLEES. DESCRIPTIONS OF THE WAGNER-PEYSER ACT, THE SOCIAL SECURITY ACT, UNEMPLOYMENT INSURANCE, AND FUTURE TRENDS ARE INCLUDED. (AUTHOR/AG)

VT 017 980
WATSON, BERNARD C.
PEOPLE AND CHOICES (PAC) CAREER FOLIOS. SET 7: CREATIVE ARTS. TEACHER'S GUIDE AND 10 FOLIOS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7280-09616
HARCOURT, BRACE, JOVANOVICH, INC., 757 THIRD AVE., NEW YORK, NEW YORK 10017
PUB DATE - 71 134P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL GUIDANCE; TEACHING GUIDES; *AUTOINSTRUCTIONAL AIDS; *EDUCATIONAL RESOURCES; JUNIOR HIGH SCHOOLS; SECONDARY GRADES; *FINE ARTS; OCCUPATIONAL INFORMATION; BIBLIOGRAPHIC CITATIONS
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 10 FOLIOS INTRODUCES THE JUNIOR HIGH SCHOOL OR SECONDARY GRADE STUDENT TO OCCUPATIONS IN THE CREATIVE ARTS. SOME OF THE OCCUPATIONS COVERED ARE JEWELRY MAKER, PAPIER-MACHE CRAFTSMAN, ADVERTISING DESIGNER, FASHION REPRESENTATIVE, INTERIOR DESIGNER, CHOREOGRAPHER, ARCHITECT, FILM EDITOR, AND TV ART DIRECTOR. THE FOLIOS UNFOLD IN A POSTER FASHION. A TEACHER'S GUIDE ACCOMPANIES THE SET. (PM)

VT 017 981
COMMUNITY HELPERS ACTIVITIES: 10 POSTERS AND 10 STORIES AND ACTIVITIES. SET 1.

OWEN (F.A.) PUBLISHING COMPANY, DANSVILLE, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
6016-09524
F.A. OWEN PUBLISHING CO., DANSVILLE, N.Y.
PUB DATE - 66 22P. PMM COLLECTION

DESCRIPTORS - *MANIPULATIVE MATERIALS; CAREER EDUCATION; *VISUAL AIDS; *PICTORIAL STIMULI; ROLE PLAYING; ROLE PERCEPTION; PRIMARY GRADES; *OCCUPATIONS; OCCUPATIONAL INFORMATION; COMMUNITY STUDY; *INSTRUCTIONAL MATERIALS; HUMAN SERVICES; SERVICE OCCUPATIONS
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 20 RELATED ITEMS IS DESIGNED FOR USE IN GRADES K THROUGH 2, AND CONSISTS OF 10 POSTERS, AND 10 STORIES AND ACTIVITIES ON DIRECT PROCESS DITTO MASTERS. DEALING SPECIFICALLY WITH THOSE PEOPLE WHO RENDER VARIOUS SERVICES WITHIN THE COMMUNITY, THIS SET AIDS IN CONCEPT FORMATION AND ROLE PERCEPTION BY MEANS OF GROUP DYNAMICS AND DRAMATIC PLAY. BY USING THIS SET OF MANIPULATIVE INSTRUCTIONAL MATERIALS, THE CHILD SHOULD BECOME MORE AWARE OF VARIOUS ASPECTS OF COMMUNITY LIFE AND THE MANY SERVICE OCCUPATIONS INVOLVED THEREIN. (PM)

VT 017 982
COMMUNITY HELPERS ACTIVITIES: 10 POSTERS AND 10 STORIES AND ACTIVITIES. SET 2.

OWEN (F.A.) PUBLISHING COMPANY, DANSVILLE, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
6016-09547
F.A. OWEN PUBLISHING CO., DANSVILLE, NEW YORK
PUB DATE - 65 22P. PMM COLLECTION

DESCRIPTORS - *MANIPULATIVE MATERIALS; CAREER EDUCATION; *VISUAL AIDS; *PICTORIAL STIMULI; ROLE PLAYING; ROLE PERCEPTION; PRIMARY GRADES; *OCCUPATIONS; OCCUPATIONAL INFORMATION; COMMUNITY STUDY; *INSTRUCTIONAL MATERIALS; HUMAN SERVICES; SERVICE OCCUPATIONS
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 20 RELATED ITEMS IS DESIGNED FOR USE IN PRIMARY GRADES AND CONSISTS OF 10 POSTERS AND 10 STORIES AND ACTIVITIES ON DIRECT PROCESS DITTO MASTERS DEALING SPECIFICALLY WITH THOSE PEOPLE WHO RENDER VARIOUS SERVICES WITHIN THE COMMUNITY. THIS SET AIDS IN CONCEPT FORMATION AND ROLE PERCEPTION BY MEANS OF GROUP DYNAMICS AND DRAMATIC PLAY. BY USING THIS SET OF MANIPULATIVE INSTRUCTIONAL MATERIALS, THE CHILD SHOULD BECOME MORE AWARE OF VARIOUS ASPECTS OF COMMUNITY LIFE AND THE MANY SERVICE OCCUPATIONS INVOLVED. (PM)

VT 018 010 ED 069 930
BOOCOCK, SARANE S.
LIFE CAREER. SCHOOL JOB CATALOG, INSTRUCTOR'S MANUAL, SPINNER AND SCORING BOOKLET, AND GAME MATERIALS.

ACADEMIC GAMES ASSOCIATES.
DOCUMENT NOT AVAILABLE FROM EDRS.
5061-06772
WESTERN PUBLISHING COMPANY, INC., SCHOOL AND LIBRARY DEPARTMENT, 150 PARISH DRIVE, WAYNE, NEW JERSEY 07470
PUB DATE - 69 176P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; SOCIAL SCIENCES; *EDUCATIONAL GAMES; *SIMULATION; ROLE PLAYING; PROBLEM SOLVING; *DECISION MAKING; *LABOR MARKET; EDUCATIONAL OPPORTUNITIES
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS; *DECISIONS

ABSTRACT - THIS GAME, A SIMULATION OF THE WAY THE LABOR MARKET, EDUCATIONAL OPPORTUNITIES, AND MARRIAGE AND LEISURE PATTERNS OPERATE IN OUR SOCIETY, IS DESIGNED FOR HIGH SCHOOL AND COLLEGE STUDENTS IN CLASSROOM SITUATIONS, AND HAS BEEN EXTENSIVELY TESTED AT THAT LEVEL. IT CAN BE USED WITH ANY NUMBER OF STUDENTS, FOR ANY AMOUNT OF TIME. PARTICIPANTS WALK THROUGH A SPAN OF 8 YEARS IN THE FUTURE AS DECISION-MAKERS FOR A FICTITIOUS PERSON PRESENTED TO THEM IN THE FORM OF A PROFILE OR CASE HISTORY. EACH TEAM OF DECISION-MAKERS IS IN COMPETITION WITH OTHER TEAMS WORKING WITH THE SAME PROFILE. AT VARIOUS INTERVALS, PLAYERS ARE FED BACK THE CONSEQUENCES OF THEIR DECISIONS IN THE FORM OF SCORES WHICH ARE INDICATORS OF THE RELATIVE SATISFACTIONS OF THE LIFE THEY HAVE PLANNED. THE GAME IS DESIGNED TO MEET THE FOUR BASIC REQUIREMENTS FOR INTELLIGENT CAREER DECISION-MAKING: (1) A FEELING FOR WHAT THE FUTURE WILL BE LIKE, (2) INFORMATION ON ALTERNATIVES OR OPPORTUNITIES, (3) THE PATTERN OF A LIFE CYCLE, AND (4) PRACTICE IN DECISION MAKING. (PM)

VT 018 011 ED 069 931
LOMBARD, JACK;CRINAGER, MARILYN
KEYS: CAREER EXPLORATION. CASSETTES AND FILMS, CAREER GUIDANCE AND THE KUDER INTEREST INVENTORIES, AND GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
5122-08003
SCIENCE RESEARCH ASSOCIATES, 259 E. ERIE STREET, CHICAGO, IL. 60611
PUB DATE - ND 45P. PMM COLLECTION

DESCRIPTORS - ELEMENTARY GRADES; SECONDARY GRADES; RESOURCE MATERIALS; *FILMSTRIPS; *MAGNETIC TAPE CASSETTES; SERVICES; CAREER EDUCATION; *OCCUPATIONAL GUIDANCE; CAREER PLANNING; CAREERS; *OCCUPATIONAL CHOICE; PERSONAL INTERESTS; *VOCATIONAL INTERESTS; VOCATIONAL COUNSELING; AUDIOVISUAL AIDS
IDENTIFIERS - SELF-AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 17 RELATED ITEMS, INTENDED FOR GRADES 6-9, CONSISTS OF 10 FILMSTRIPS, 5 CASSETTES, AND A MANUAL. THE FIRST FILMSTRIP EXPLAINS THE KUDER E. INTEREST PROFILE AND GIVES AN OVERVIEW OF THE FILMSTRIP SERIES, AND THE REMAINING FILMSTRIPS ARE DIVIDED ALONG THE 10 KUDER E GENERAL INTEREST SURVEY CATEGORIES. HOWEVER, THE FILMSTRIPS AND CASSETTES CAN BE USED WITHOUT THE KUDER INTEREST INVENTORIES. FILMSTRIPS 2-10 AND ACCOMPANYING CASSETTE SCRIPTS DISCUSS: (1) COMMON CHARACTERISTICS OF OCCUPATIONS IN THE FILMSTRIP, (2) ADVANTAGES AND DISADVANTAGES OF THE FIELD, WHICH TASKS ARE MOST SATISFYING, HOW TO ENTER AND ADVANCE, (3) NEED FOR SPECIFIC TALENTS OR EDUCATION, (4) INDICATION OF RELATED HIGH SCHOOL COURSES, EXTRACURRICULAR ACTIVITIES OR AVOCATIONS, (5) WHERE TO OBTAIN MORE INFORMATION. THE MANUAL INCLUDES AN EXTENSIVE CHART OF OCCUPATIONS ARRANGED BY INTEREST CATEGORIES AND RELATES OCCUPATIONS TO THE REFERENCE NUMBERS OF APPROPRIATE WIDENING OCCUPATIONAL ROLES KIT AND OCCUPATIONAL EXPLORATION KIT, ALSO PUBLISHED BY SCIENCE RESEARCH ASSOCIATES. (PM)

VT 018 012
MODERN WORKERS: SET I.

DOCUMENT NOT AVAILABLE FROM EDRS.
6016-09526
F.A. OWEN PUBLISHING COMPANY, DANSVILLE, NEW YORK 14437
PUB DATE - 67 18P. PMM COLLECTION

DESCRIPTORS - *MANIPULATIVE MATERIALS; *INSTRUCTIONAL MATERIALS; *VISUAL AIDS; PICTORIAL STIMULI; ROLE PERCEPTION; ILLUSTRATIONS; ELEMENTARY GRADES; SECONDARY GRADES; *OCCUPATIONS; CAREER EDUCATION; CAREER OPPORTUNITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF EIGHT COLOR POSTERS, DESIGNED FOR USE IN GRADES 6 THROUGH 9, DESCRIBES THE FOLLOWING OCCUPATIONS: AUTHOR, COMMERCIAL ARTIST, MUSICIAN, VETERINARIAN, X-RAY TECHNICIAN, TRAFFIC MANAGER, LIBRARIAN, AND WEATHER FORECASTER. ITS OCCUPATIONAL FOCUS IS QUITE BROAD, DEALING WITH INDUSTRY, COMMERCE, SOCIAL SCIENCES, SERVICE, AND THE ARTS. EACH AREA HAS AT LEAST 1 REPRESENTATION OCCUPATION, THUS GIVING THE STUDENT A GENERAL OVERVIEW OF THE MANY OCCUPATIONAL OPPORTUNITIES AVAILABLE. IT IS USEFUL IN SELF-INSTRUCTION AND GROUP PANEL DISCUSSIONS AS WELL AS INDIVIDUAL OR GROUP COUNSELING. (PM)

VT 018 013
MODERN WORKERS: SET II.

DOCUMENT NOT AVAILABLE FROM EDRS.
6016-09527
F.A. OWEN PUBLISHING CO., DANSVILLE, NEW YORK 14437
PUB DATE - 67 18P. PMM COLLECTION

DESCRIPTORS - *MANIPULATIVE MATERIALS; *INSTRUCTIONAL MATERIALS; PICTORIAL STIMULI; *VISUAL AIDS; *OCCUPATIONS; CAREER EDUCATION; ELEMENTARY GRADES; SECONDARY GRADES
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THE EIGHT POSTERS IN THIS SET, DESIGNED FOR GRADES 6 THROUGH 9, PORTRAY THE FOLLOWING OCCUPATIONS: YOUTH WORKER, TRAVEL AGENT, BUYER, SERVICEMAN, INSPECTOR, CONSTRUCTION WORKER, SECRETARY, AND WELDER. (PM)

VT 018 031 ED 070 836
SMITH, RUSSELL L., AND OTHERS

JOB/BEHAVIORAL ANALYSIS MANUAL.

MENTEC CORP., LOS ANGELES, CALIF.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. OFFICE OF RESEARCH AND DEVELOPMENT.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - APR72 21P.

DESCRIPTORS - *SUPERVISORY TRAINING; *JOB ANALYSIS; *DISADVANTAGED GROUPS; WORK ATTITUDES; *BEHAVIOR CHANGE; *SOCIAL REINFORCEMENT; BEHAVIORAL COUNSELING; HUMAN ENGINEERING
IDENTIFIERS - *OPERATION PATHFINDER

ABSTRACT - THIS MANUAL IS ONE OF FOUR DESIGNED TO HELP SUPERVISORS IN TRAINING HARD-CORE DISADVANTAGED EMPLOYEES. IT PROVIDES GUIDELINES FOR PRELIMINARY PROCEDURES BEFORE IMPLEMENTATION OF A SUPERVISOR TRAINING PROGRAM AND IS INTENDED FOR THE USE OF THOSE CHARGED WITH TRAINING SUPERVISORS. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 032-018 034 IN THIS ISSUE, AND VT 018 035 (ARM VOL.6, NO.2). (MF)

VT 018 032 ED 070 837
ARKIN, RONALD, AND OTHERS
HOW TO TRAIN SUPERVISORS IN BEHAVIOR MODIFICATION.

MENTEC CORP., LOS ANGELES, CALIF.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. OFFICE OF RESEARCH AND DEVELOPMENT.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - APR72 58P.

DESCRIPTORS - *SUPERVISORY TRAINING; *SOCIAL REINFORCEMENT; DISADVANTAGED GROUPS; *BEHAVIOR CHANGE; *TRAINING TECHNIQUES; *COMMUNICATION PROBLEMS
IDENTIFIERS - *OPERATION PATHFINDER

ABSTRACT - THIS IS A GUIDE FOR TRAINING SUPERVISORS IN THE THEORY AND APPLICATION OF BEHAVIOR MODIFICATION USING MATERIAL THAT HAS BEEN IMPLEMENTED SUCCESSFULLY FOR MANY YEARS IN COMPANIES THROUGHOUT THE COUNTRY. PROCEDURES FOR ORGANIZING AND CONDUCTING TRAINING SESSIONS IN A SUPERVISOR TRAINING PROGRAM ARE PRESENTED. THE MANUAL, ONE OF FOUR PREPARED TO AID SUPERVISORS IN TRAINING DISADVANTAGED EMPLOYEE GROUPS, IS DESIGNED FOR USE BY INDIVIDUALS WITH SOME BACKGROUND IN TEACHING OR TRAINING. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 031-018 034 IN THIS ISSUE, AND VT 018 035 (ARM VOL.6, NO.2). (MF)

VT 018 033 ED 070 838
ARKIN, RONALD, AND OTHERS
SUPERVISORY WORKBOOK ON BEHAVIOR MODIFICATION.

MENTEC CORP., LOS ANGELES, CALIF.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. OFFICE OF RESEARCH AND DEVELOPMENT.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - APR72 33P.

DESCRIPTORS - *SUPERVISORY TRAINING; *SOCIAL REINFORCEMENT; *BEHAVIOR CHANGE; DISADVANTAGED GROUPS; INSTRUCTIONAL AIDS; *COMMUNICATION PROBLEMS; WORKBOOKS
IDENTIFIERS - *OPERATION PATHFINDER

ABSTRACT - THIS WORKBOOK IS DESIGNED TO BE USED WITH THE TRAINER'S MANUAL IN SUPERVISORY TRAINING SESSIONS ON BEHAVIOR MODIFICATION OF EMPLOYEES. THIS IS ONE OF FOUR MANUALS PREPARED TO AID SUPERVISORS IN TRAINING DISADVANTAGED GROUPS USING SOCIAL REINFORCEMENT TECHNIQUES. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 031-VT 018 034 IN THIS ISSUE, AND VT 018 035 (ARM VOL.6, NO.2). (MF)

VT 018 034 ED 070 839
ARKIN, RONALD, AND OTHERS
HOW TO MAINTAIN A SOCIAL REINFORCEMENT PROGRAM.

MENTEC CORP., LOS ANGELES, CALIF.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. OFFICE OF RESEARCH AND DEVELOPMENT.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - APR72 23P.

DESCRIPTORS - *SOCIAL REINFORCEMENT; *SUPERVISORY TRAINING; *BEHAVIOR CHANGE; DISADVANTAGED GROUPS; *PERSONNEL EVALUATION; FEEDBACK
IDENTIFIERS - *OPERATION PATHFINDER

ABSTRACT - THIS MANUAL PRESENTS METHODOLOGY FOR MAINTAINING A SOCIAL REINFORCEMENT SYSTEM AFTER SUPERVISORS IN INDUSTRIAL ENVIRONMENTS HAVE BEEN TRAINED IN BEHAVIOR MODIFICATION THEORY AND APPLICATION. THE MAINTENANCE MANUAL DISCUSSES MONITORING, EVALUATION, AND INTEGRATION OF A COMPANY'S EMPLOYEE PERFORMANCE SYSTEM WITH THE SOCIAL REINFORCEMENT SYSTEM APPLIED BY THE SUPERVISORS. THIS IS ONE OF FOUR MANUALS DESIGNED TO AID SUPERVISORS IN THE TRAINING OF DISADVANTAGED EMPLOYEE GROUPS. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 031-018 033 IN THIS ISSUE, AND VT 018 035 (ARM VOL.6, NO.2). (MF)

VT 018 039
SENESH, LAWRENCE
OUR WORKING WORLD: NEIGHBORS AT WORK. TEXT, RESOURCE UNIT, ACTIVITY BOOK, NARRATION BOOKLET, AND NINE PHONODISCS.

SCIENCE RESEARCH ASSOCIATES, INC., CHICAGO, ILL.
DOCUMENT NOT AVAILABLE FROM EDRS.
5122-07474
SCIENCE RESEARCH ASSOCIATES, INC., 259 EAST ERIE STREET, CHICAGO, ILLINOIS 60611
PUB DATE - 65 296P. PMM COLLECTION

DESCRIPTORS - PHONOGRAPH RECORDS; *MULTIMEDIA INSTRUCTION; READING MATERIALS; *RESOURCE MATERIALS; TEACHING GUIDES; *ECONOMIC FACTORS; RESOURCE GUIDES; STUDENT PROJECTS; *NEIGHBORHOOD; COMMUNITY; *INSTRUCTIONAL MATERIALS; EDUCATIONAL RESOURCES; LEARNING ACTIVITIES; COMMUNITY ATTITUDES; PRIMARY GRADES; OCCUPATIONS; GROUP INSTRUCTION
IDENTIFIERS - SELF AWARENESS; ECONOMIC AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS INSTRUCTIONAL PROGRAM IS DESIGNED TO ACQUAINT PRIMARY GRADE STUDENTS WITH THE STRUCTURE AND FUNCTIONING OF THE AMERICAN ECONOMIC SYSTEM. THE CURRICULUM EMPHASIZES SUCH FUNDAMENTAL CONCEPTS AS: (1) CONFLICT BETWEEN UNLIMITED WANTS AND LIMITED

RESOURCES, (2) DIVISION OF LABOR, (3) INTERDEPENDENCE OF SOCIETY, (4) TRADE SYSTEMS, AND (5) MECHANISMS FOR RESOURCE ALLOCATIONS. THE PROGRAM CONSISTS OF A SET OF PHONOGRAPH RECORDS, A RESOURCE UNIT FOR THE TEACHER, AND A HARD-COVER TEXT AND SOFT-COVER ACTIVITY BOOK FOR EACH STUDENT, ALL OF WHICH CONTAIN LESSONS COVERING THESE TOPICS: (1) ELEMENTS OF A NEIGHBORHOOD, (2) DIFFERENCES BETWEEN NEIGHBORHOODS, (3) PRICE FLUCTUATIONS AND HOW THESE GUIDE THE CONSTRUCTION INDUSTRY, FACTORIES, AND STORES IN DETERMINING WHAT GOODS AND SERVICES SHOULD BE PRODUCED, (4) GOODS AND SERVICES PROVIDED BY VOLUNTEERS AND THE GOVERNMENT, (5) CHANGES IN NEIGHBORHOODS, AND (6) THE EFFECT OF SCHOOLS IN GENERATING AND DISSEMINATING IDEAS. (SB)

VT 018 048
KOSCHNICK, KAY, ED.
THE WORLD OF WORK.

DOCUMENT NOT AVAILABLE FROM EDRS.
1513-07026
NEW READERS PRESS, BOX 131, SYRACUSE, N.Y. 13210
PUB DATE - 69 48P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *GUIDANCE; INDEPENDENT STUDY; EMPLOYMENT OPPORTUNITIES; SUPPLEMENTARY TEXTBOOKS; ILLUSTRATIONS; *JOB APPLICATION; *EMPLOYMENT INTERVIEWS; *TASK PERFORMANCE; EMPLOYEE RESPONSIBILITY; EMPLOYEE ATTITUDES; *EMPLOYMENT PROGRAMS; EMPLOYMENT SERVICES; JOB PLACEMENT
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; *EMPLOYMENT SKILLS

ABSTRACT - "THE WORLD OF WORK" FOR GRADES 10, 11 AND 12 IS A SERIES OF ARTICLES ON JOBS FOR TEENAGERS, JOBS FOR MATURE WORKERS, JOBS FOR THE HANDICAPPED AND JOB TRAINING PROGRAMS. THE ARTICLES COVER TIPS ON LOOKING FOR JOBS, TAKING TESTS, MAKING OUT APPLICATIONS, GOING TO INTERVIEWS, GOOD WORK HABITS, AND HOW TO LOSE A JOB. A LIST OF DISCUSSION QUESTIONS FOR EACH CHAPTER AT THE END OF THE BOOK IS INCLUDED. (PM)

VT 018 055
LET'S GO TO A POLICE STATION: A COMMUNITY HELPER FILMSTRIP. NARRATION BOOKLET, PHONODISC, AND FILMSTRIP.

PUTNAM'S (G.P.) SONS, NEW YORK, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03009
G.P. PUTNAM'S SONS, 200 MADISON AVENUE, NEW YORK, NEW YORK 10016
PUB DATE - 68 4P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; PRIMARY GRADES; TEACHING GUIDES; AUDIOVISUAL AIDS; *FILMSTRIPS; SOCIAL SCIENCES; GROUP DISCUSSION; *POLICE; *LAW ENFORCEMENT; *POLICE COMMUNITY RELATIONSHIP; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS FILMSTRIP AND ACCOMPANYING PHONOGRAPH RECORD IS INTENDED TO DESCRIBE, TO PRIMARY GRADE STUDENTS, THE WORKINGS OF A POLICE FORCE, WITH SOME EMPHASIS PLACED UPON THE PROSPECT OF POLICE WORK AS A FUTURE CAREER FOR THE STUDENT. INCLUDED ARE DETAILS CONCERNING PATROL DUTY, TRAFFIC DUTY, DETECTIVE WORK, BOOK WORK IN A POLICE STATION, POLICE EDUCATION, AND THE ROLE OF THE POLICEWOMEN. THE FILMSTRIP ALSO UNDERSCORES THE IDEA THAT A POLICEMAN IS A FRIEND AND PROTECTOR OF CHILDREN AND THE CITIZENRY IN GENERAL. (PM)

VT 018 088 ED 072 182
GRYBA, EUGENE S.;KYBA, RUSSEL
A PLAN FOR A LIFE SKILLS COURSE FOR NORTHERN ADOLESCENTS.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.
DOCUMENT NOT AVAILABLE FROM EDRS.
SASKATCHEWAN NEWSTART INC., FIRST AVE AND RIVER STREET, EAST, PRINCE ALBERT, SASKATCHEWAN, CANADA
PUB DATE - 72 85P.

DESCRIPTORS - *ADOLESCENTS; *PROGRAM GUIDES; PROGRAM PLANNING; *INTERPERSONAL COMPETENCE; INDIVIDUAL DEVELOPMENT; *PROBLEM SOLVING; TEACHER ROLE; TEACHING TECHNIQUES; UNIT PLAN; CAREER EDUCATION
IDENTIFIERS - NEWSTART; *LIFE SKILLS; SELF AWARENESS

ABSTRACT - BASED UPON THE PHILOSOPHY AND TECHNIQUES OF A LIFE SKILLS COURSE FOR ADULTS, THIS PROGRAM GUIDE SPECIFIES THE LIFE SKILLS PROBLEMS FACED BY NORTHERN ADOLESCENTS, THE LESSONS NEEDED TO CONFRONT THESE PROBLEMS, AND SOME OF THE BENEFITS THAT WOULD ACCRUE TO THE STUDENTS WHO MAY TAKE THE COURSE. IN ADDITION, AN ATTEMPT IS MADE TO ANTICIPATE NEGATIVE COMMUNITY REACTION, TO DISCUSS SOME OF THE ADMINISTRATIVE PROBLEMS RESULTING FROM PROGRAM IMPLEMENTATION, AND TO PROVIDE ADDITIONAL TRAINING THAT TEACHER-COACHES WOULD REQUIRE IN ORDER TO EFFECTIVELY CARRY OUT A LIFE SKILLS COURSE. COURSE SPECIFICATION TABLES PROVIDE A DESCRIPTION OF ADOLESCENT PROBLEMS, CROSS-REFERENCE TO THE ADULT LESSONS, SUGGESTIONS FOR MODIFICATIONS TO EXISTING LESSON OR FOR WRITING NEW LESSONS, AND BENEFITS THAT A STUDENT COULD GAIN FROM EACH LESSON. A SAMPLE LESSON PLAN CONTAINING AN OVERVIEW, OBJECTIVES, TEACHING SUGGESTIONS, NEEDED EQUIPMENT, AND EVALUATION METHODS IS INCLUDED. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 089 IN THIS ISSUE AND ED 050 346. (SB)

VT 018 089 ED 072 183
WARREN, PHILLIP W.
THE PROBLEMS AND NEEDED LIFE SKILLS OF ADOLESCENTS.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.
WEST-BRANDT FOUNDATION, DERIDDER, LA.
DOCUMENT NOT AVAILABLE FROM EDRS.
SASKATCHEWAN NEWSTART INC., 1ST AVE. AND RIVER ST., EAST, PRINCE ALBERT, SASKATCHEWAN, CANADA
PUB DATE - 72 293P.

DESCRIPTORS - *ADOLESCENTS; *SUPPLEMENTARY READING MATERIALS; INDIVIDUAL DEVELOPMENT; *INTERPERSONAL COMPETENCE; *PROBLEM SOLVING; *PROGRAM PLANNING; BIBLIOGRAPHIES; CAREER EDUCATION
IDENTIFIERS - *LIFE SKILLS; SELF AWARENESS;

NEWSTART

ABSTRACT - THIS BOOK DESCRIBES THE MODIFICATIONS REQUIRED TO MAKE A LIFE SKILLS COURSE FOR ADULTS APPLICABLE TO ADOLESCENTS. MAJOR SECTIONS ARE: (1) THE CULTURAL CONTEXT: PREPARING FOR AN UNPRECEDENTED FUTURE USING AN UNFINISHED PAST, (2) SURVEY OF THE CHARACTERISTICS OF ADOLESCENTS, (3) SURVEY OF THE PROBLEMS AND CONCERNS OF ADOLESCENTS WITH A DESCRIPTION OF THE SKILLS NEEDED TO DEAL WITH THEM, AND (4) ANALYSIS OF PRESENT LIFE SKILLS COURSE WITH RECOMMENDED CHANGES FOR USE WITH ADOLESCENTS. A BIBLIOGRAPHY OF MATERIALS RELATING TO PROBLEMS OF ADOLESCENTS IS INCLUDED. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 088 IN THIS ISSUE AND ED 050 346. (SB)

VT 018 307
BENTLEY, R.G., AND OTHERS
GRAPHIC COMMUNICATION SERIES: COMMUNICATING WITH GRAPHICS, ART WORK, IMAGE ASSEMBLY, PHOTO-CONVERSION, IMAGE CARRIER PREPARATION, IMAGE TRANSFER, FINISHING PROCEDURES, AND DECISION MAKING. (TEXT, TRANSPARENCIES, AND TEACHER'S MANUAL).

DOCUMENT NOT AVAILABLE FROM EDRS.
1021-08890
A.B. DICK COMPANY, 5700 TOUHY AVENUE, CHICAGO, ILLINOIS 60648
PUB DATE - 70 ,67P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *TRANSPARENCIES; VISUAL ARTS; INDUSTRIAL ARTS; SECONDARY GRADES; *COMMUNICATIONS; PROBLEM SOLVING; *GRAPHIC ARTS; *PHOTOCOMPOSITION; DECISION MAKING
IDENTIFIERS - DECISIONS; *BEGINNING COMPETENCE

ABSTRACT - THIS SERIES IS A COMPLETE TEACHING-LEARNING SYSTEM DESIGNED AND WRITTEN FOR SECONDARY STUDENTS OF GRAPHIC COMMUNICATIONS. THE SERIES CONSISTS OF A TEACHER'S MANUAL, TRANSPARENCY MASTERS, AND EIGHT TEXTBOOKS COVERING THESE TOPICS: (1) COMMUNICATING WITH GRAPHICS, (2) IMAGE TRANSFER, (3) IMAGE CARRIER PREPARATION, (4) PHOTO CONVERSION, (5) IMAGE ASSEMBLY, (6) ARTWORK, (7) DECISION MAKING, AND (8) FINISHING PROCEDURES. (SB)

VT 018 361 ED(SEE JUN '73 RIE)
MOSKOVIS, L. MICHAEL;MCKITRICK, MAX O.
AN INSTRUCTIONAL MODEL FOR PREPARING ACCOUNTING/COMPUTING CLERKS IN MICHIGAN SECONDARY SCHOOL OFFICE EDUCATION PROGRAMS, PART I AND PART II.

WESTERN MICHIGAN UNIV., KALAMAZOO. DEPT. OF BUSINESS EDUCATION AND ADMINISTRATIVE SERVICES.
MICHIGAN STATE DEPT. OF EDUCATION, LANSING. DIV. OF VOCATIONAL EDUCATION.
EDRS PRICE MF-$0.65 HC-$13.16.
PUB DATE - 20JUN72 380P.

DESCRIPTORS - *MODELS; INSTRUCTIONAL PROGRAMS; *INSTRUCTIONAL DESIGN; *ACCOUNTING; *BOOKKEEPING; SECONDARY GRADES; SIMULATION; *OFFICE OCCUPATIONS EDUCATION; CURRICULUM DEVELOPMENT; INSTRUCTIONAL INNOVATION; TASK ANALYSIS; BEHAVIORAL OBJECTIVES; JOB TRAINING
IDENTIFIERS - *MICHIGAN

ABSTRACT - OUTLINED IN THIS TWO-PART DOCUMENT IS A MODEL FOR THE IMPLEMENTATION OF A BUSINESS-INDUSTRY ORIENTED PROGRAM DESIGNED TO PROVIDE HIGH SCHOOL SENIORS WITH UPDATED TRAINING IN THE SKILLS AND CONCEPTS NECESSARY FOR DEVELOPING COMPETENCIES IN ENTRY-LEVEL AND SECOND-LEVEL ACCOUNTING JOBS THAT INVOLVE ACCOUNTS RECEIVABLE, ACCOUNTS PAYABLE, AND PAYROLL OPERATIONS. DEVISED THROUGH TASK ANALYSES CONDUCTED BY A TEAM OF 13 ACCOUNTING/BOOKKEEPING TEACHERS IN SOUTHWESTERN MICHIGAN, THE MODEL PROVIDES FOR 64 CLOCK HOURS OF INSTRUCTION, WHICH MAY BE EXTENDED TO 180 HOURS FOR THE TRAINING OF OTHER TYPES OF ACCOUNTING CLERKS. TO BE CONDUCTED IN A SIMULATED OFFICE TYPE SETTING, THE MODEL IS SET UP TO ACCOMMODATE FROM 20 TO 24 STUDENTS. PERFORMANCE OBJECTIVES, LEARNING ACTIVITIES, STUDENT DIRECTIONS, DEFINITIONS OF TERMS USED, AND EVALUATION INSTRUMENTS ARE INCLUDED FOR EACH OF THE THREE CONCEPTS IN WHICH INSTRUCTION AND PRACTICE ARE GIVEN. (SN)

VT 018 417 ED 072 187
EISEN, IRVING, AND OTHERS
A "STARTER" FILE OF FREE OCCUPATIONAL LITERATURE.

B'NAI B'RITH, WASHINGTON, D.C. VOCATIONAL SERVICE.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
PUB DATE - 70 33P.

DESCRIPTORS - *LITERATURE GUIDES; OCCUPATIONAL INFORMATION; *OCCUPATIONS; READING MATERIALS; *PUBLICATIONS; *BIBLIOGRAPHIES; *INDEXES (LOCATERS)

ABSTRACT - DEVELOPED TO ASSIST THOSE INDIVIDUALS INTERESTED IN BUILDING AN OCCUPATIONAL CAREERS LIBRARY OR LITERATURE FILE, THIS ANNOTATED BIBLIOGRAPHY IDENTIFIES AVAILABLE FREE LITERATURE ON 103 OCCUPATIONS, AND PROVIDES A REFERENCE INDEX TO AID IN FILING. TO FURTHER ASSIST, A LIST OF SUGGESTED READINGS IS INCLUDED. (SN)

VT 018 420 ED 072 188
DIRECTORY OF OCCUPATIONAL EDUCATION PROGRAMS IN NEW YORK STATE.

NEW YORK STATE EDUCATION DEPT., ALBANY. OFFICE OF OCCUPATIONAL EDUCATION.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - 72 106P.

DESCRIPTORS - *DIRECTORIES; *EDUCATIONAL PROGRAMS; *VOCATIONAL EDUCATION; VOCATIONAL SCHOOLS; VOCATIONAL TRAINING CENTERS; SECONDARY EDUCATION; POST SECONDARY EDUCATION; *PROPRIETARY SCHOOLS; *PUBLIC SCHOOLS
IDENTIFIERS - NEW YORK STATE

ABSTRACT - CONTAINED IN THIS ALPHABETIZED, OCCUPATIONAL EDUCATION DIRECTORY ARE THE NAMES OF SECONDARY AND POST-SECONDARY EDUCATION PROGRAMS OFFERED BY NEW YORK'S PUBLIC AND PRIVATE INSTITUTIONS. LISTED ALPHABETICALLY BY COUNTY, ONLY LICENSED,

REGISTERED, OR APPROVED SCHOOLS AND PROGRAMS ARE INCLUDED. (SN)

VT 018 425 ED(SEE JUN '73 RIE)
MILLER, DAVID H.; BEASLEY, GARY F.
ERIC INSTRUCTIONAL PACKAGE FOR VOCATIONAL EDUCATORS.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
NATIONAL INST. OF EDUCATION, WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 73 82P.

DESCRIPTORS - *STUDY GUIDES; *TEACHING GUIDES; INFORMATION UTILIZATION; *INFORMATION RETRIEVAL; INFORMATION SYSTEMS; SEARCH STRATEGIES; INDIVIDUAL STUDY; GROUP INSTRUCTION; INFORMATION SOURCES; *VOCATIONAL EDUCATION; *INFORMATION SEEKING
IDENTIFIERS - *ERIC; EDUCATIONAL RESOURCES INFORMATION CENTER

ABSTRACT - DESIGNED AS AN INDIVIDUAL STUDY GUIDE AS WELL AS A TEACHING REFERENCE AND GUIDE, THIS TEACHING-STUDY UNIT PRESENTS INSTRUCTION ON USING EDUCATIONAL INFORMATION RETRIEVAL INDEXES, PARTICULARLY THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) SYSTEM'S: (1) "RESEARCH IN EDUCATION" (RIE), (2) "CURRENT INDEX TO JOURNALS IN EDUCATION" (CIJE), (3) "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM), AND (4) "ABSTRACTS OF RESEARCH MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (ARM). THE GUIDE CONTAINS: (1) A DISCUSSION OF THE ERIC SYSTEM'S INFORMATION RETRIEVAL PRODUCTS AND OTHER LIBRARY RETRIEVAL SOURCES, (2) INSTRUCTION IN CONDUCTING A MANUAL OR COMPUTER SEARCH OF THE ERIC SYSTEM, WHICH CONSISTS OF DEFINING THE PROBLEM AND OUTLINING THE SEARCH STRATEGY, AND (3) INFORMATION FOR LOCATING DOCUMENTS IDENTIFIED THROUGH THE SEARCH. APPENDED MATERIALS INCLUDE: (1) A GLOSSARY OF ERIC TERMINOLOGY, (2) SAMPLE PAGES FROM ERIC ACCESS PRODUCTS, (3) SEVERAL "HANDS-ON" EXERCISES IN THE USE OF RIE, CIJE, AIM, ARM, THE "ERIC THESAURUS," AND THE COMPUTER SEARCH. TRANSPARENCY MASTERS FOR THE VISUALS PRESENTED IN THE TEXT ARE AVAILABLE FROM THE PRODUCT UTILIZATION SECTION OF THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION. (SB)

VT 018 485 ED 070 901
PLUE, WILLIAM V., AND OTHERS
VOCATIONAL EDUCATION CURRICULUM GUIDE FOR THE HIGH SCHOOL E.M.R.: A FIELD TEST COPY. RESEARCH MONOGRAPH NUMBER 11, VOLUME 2.

UNIVERSITY OF SOUTHERN MISSISSIPPI, HATTIESBURG. BUREAU OF EDUCATIONAL RESEARCH.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL72 343P.

DESCRIPTORS - *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *STATE CURRICULUM GUIDES; *HIGH SCHOOL STUDENTS; BEHAVIORAL OBJECTIVES; PSYCHOMOTOR SKILLS; ENVIRONMENTAL INFLUENCES; TEACHING PROCEDURES; SOCIAL MATURITY; *EDUCABLE MENTALLY HANDICAPPED; SKILL DEVELOPMENT; LEARNING ACTIVITIES; RESOURCE MATERIALS; GOAL ORIENTATION; *CURRICULUM DEVELOPMENT
IDENTIFIERS - *MISSISSIPPI

ABSTRACT - THIS VOCATIONAL EDUCATION CURRICULUM GUIDE FOR EDUCABLE MENTALLY HANDICAPPED HIGH SCHOOL STUDENTS, AN OUTGROWTH OF A MISSISSIPPI STATE RESEARCH PROJECT, WAS DEVELOPED BY A PROFESSOR FROM THE UNIVERSITY OF SOUTHERN MISSISSIPPI'S DEPARTMENT OF SPECIAL EDUCATION TO BE FIELD-TESTED, REVISED, AND EXPANDED. UNDER THE GENERAL COMPETENCIES OF PSYCHOMOTOR SKILLS, SOCIAL MATURITY, AND ENVIRONMENTAL CONCERNS, SAMPLE TOPICAL UNITS INCLUDE BEHAVIORAL OBJECTIVES, UNIT RATIONALES, LEARNING ACTIVITIES, AND TEACHING SUGGESTIONS. JOB DESCRIPTION SAMPLES AND SAMPLE WORK PERFORMANCES ARE APPENDED. THIS DOCUMENT IS RELATED TO THREE OTHERS, AVAILABLE AS VT 018 478, VT 018 483, AND VT 018 484 IN ARM VOL.6, NO.2. (AG)

VT 018 513 ED 072 195
GUIDELINES FOR REEVALUATION OF EMPLOYMENT REQUIREMENTS AND PRACTICES PURSUANT TO EMERGENCY EMPLOYMENT ACT.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C. BUREAU OF INTERGOVERNMENTAL PERSONNEL PROGRAMS.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - JUN72 30P.

DESCRIPTORS - *GUIDELINES; FEDERAL AID; *FEDERAL LEGISLATION; *EMPLOYMENT; *EMPLOYMENT OPPORTUNITIES; TASK ANALYSIS; PERSONNEL EVALUATION; *EMPLOYMENT QUALIFICATIONS
IDENTIFIERS - *EMERGENCY EMPLOYMENT ACT

ABSTRACT - CONTAINED IN THIS DOCUMENT ARE FEDERAL REGULATORY STATUTES GOVERNING EMPLOYMENT PRACTICES OF THOSE AGENCIES CONTEMPLATING OR ALREADY RECEIVING FUNDS UNDER THE EMERGENCY EMPLOYMENT ACT OF 1971. SET FORTH IN THE LAW ARE PROVISIONS FOR JOB ANALYSIS AND THE REEVALUATION OF SKILL REQUIREMENTS AT ALL LEVELS OF EMPLOYMENT, AS WELL AS LEGISLATION INTENT ON IDENTIFYING AND ELIMINATING DISCRIMINATORY PRACTICES IN HIRING AND OCCUPATIONAL ADVANCEMENT. TOPICS COVERED INCLUDE: (1) BACKGROUND OF THE ACT, (2) ORGANIZATION OF THE GUIDELINES, AND (3) AREAS FOR ANALYSIS AND GUIDING PRINCIPLES AND CRITERIA. A CHECKLIST AND BIBLIOGRAPHY SUPPLEMENT THE TEXT. (AUTHOR/SN)

VT 018 515 ED 072 197
TOWNE, DOUGLAS C.;WALLACE, SYDNEY
VOCATIONAL INSTRUCTIONAL MATERIALS FOR STUDENTS WITH SPECIAL NEEDS.

NORTHWEST REGIONAL EDUCATIONAL LAB., PORTLAND, OREG.
OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF CAREER EDUCATION PROGRAMS.;BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$9.87.
PUB DATE - AUG72 235P.

DESCRIPTORS - *DISADVANTAGED YOUTH; *HANDICAPPED STUDENTS; *DIRECTORIES; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; VISUAL AIDS; FEEDBACK; CITATION INDEXES;

INDIVIDUALIZED INSTRUCTION
IDENTIFIERS - DICTIONARY OF OCCUPATIONAL TITLES

ABSTRACT - THIS DIRECTORY OF INSTRUCTIONAL MATERIALS IS DESIGNED FOR USE BY VOCATIONAL EDUCATION TEACHERS OF THE DISADVANTAGED OR HANDICAPPED STUDENT. REPRESENTING A NUMBER OF SOURCES AND A VARIETY OF APPROACHES TO CURRICULAR MATERIALS FOR STUDENTS WITH SPECIAL NEEDS, THIS LISTING COVERS 24 TOPICS, FROM INDIVIDUALIZED CURRICULUMS TO INSTRUCTIONAL SUPPORT SYSTEMS. FEDERALLY FUNDED UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968, THE TEXT IS ILLUSTRATED WITH LINE DRAWINGS. EACH INSTRUCTIONAL CATEGORY, SUCH AS OFFICE OCCUPATIONS, IS CROSS-REFERENCED WITH THE DICTIONARY OF OCCUPATIONAL TITLES. INSTRUCTIONS FOR LOCATING MATERIALS UNDER THE APPROPRIATE PROGRAM HEADING, AN EXPLANATION OF THE CODING SYSTEM AND THE METHOD OF ORDERING SELECTED DOCUMENTS FOR PURCHASE FROM THE GOVERNMENT PRINTING OFFICE ARE PROVIDED. FOR EACH DOCUMENT CITATION, THESE NINE AREAS OF INFORMATION ARE GIVEN: (1) TITLE, (2) AUTHOR, (3) CORPORATE AUTHOR, (4) A STATEMENT OF RELEVANT INSTRUCTIONAL AREAS, (5) A BRIEF ANNOTATION OF THE POTENTIAL USE OF THIS MATERIAL, (6) SUBJECT CONTENT, (7) A DESCRIPTION OF THE MATERIALS, (8) THE INSTRUCTIONAL MEDIA, AND (9) THE SOURCE OF THE DOCUMENT. AN EVALUATION FORM IS INCLUDED FOR TEACHER FEEDBACK. (AG)

VT 018 536 ED 072 201
BUSINESS EDUCATION CURRICULUM GUIDES FOR THE 70'S.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; NORTH HUNTERDON REGIONAL HIGH SCHOOL, ANNANDALE, N.J.; NEW JERSEY BUSINESS EDUCATION ASSOCIATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - ND 95P.

DESCRIPTORS - *CURRICULUM GUIDES; CURRICULUM DEVELOPMENT; *BUSINESS EDUCATION; VOCATIONAL EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *BUSINESS SUBJECTS; SECONDARY GRADES; SECRETARIES; *COURSE CONTENT; LEARNING ACTIVITIES; OFFICE OCCUPATIONS

ABSTRACT - DESIGNED FOR USE BY PRACTITIONERS AND CLASSROOM TEACHERS WITH VARYING BACKGROUNDS AND TEACHING EXPERIENCE, THIS CURRICULUM GUIDE IS INTENDED AS A PATTERN TO AID IN THE ENRICHMENT AND DEVELOPMENT OF MORE INCLUSIVE CURRICULUMS. COMPLETE WITH BEHAVIORAL OBJECTIVES, COURSE CONTENT, SUGGESTED LEARNING ACTIVITIES, MATERIALS AND EQUIPMENT, TEACHER RESOURCES, EVALUATION PROCEDURES, AND CURRICULUM ALTERNATIVES FOR EACH OF THE SUBJECTS COVERED, THE MATERIAL PRESENTED MAY BE VARIED OR ALTERED TO INTEGRATE DESIRED LEARNING SKILLS WHILE DEVELOPING THE ATTITUDES AND WORK HABITS NEEDED FOR SUCCESS IN EMPLOYMENT. COURSES DESCRIBED UNDER SECRETARIAL SUBJECTS INCLUDE SHORTHAND, TYPEWRITING, OFFICE MACHINES, AND OFFICE PRACTICE; UNDER QUANTITATIVE BUSINESS SUBJECTS, RECORDKEEPING, BUSINESS MATHEMATICS, AND DATA PROCESSING; AND UNDER SOCIAL BUSINESS SUBJECTS, BUSINESS LAW, CONSUMER EDUCATION, AND BUSINESS ORGANIZATION. (SN)

VT 018 539 ED(SEE JUN '73 RIE)
JOB EDUCATION: AN EDUCATIONAL WORK EXPERIENCE PROGRAM.

JUNIOR ACHIEVEMENT, NEW YORK, N.Y.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 71 47P.

DESCRIPTORS - *YOUTH AGENCIES; YOUTH PROGRAMS; *YOUTH EMPLOYMENT; DISADVANTAGED YOUTH; EMPLOYMENT PROGRAMS; JOB PLACEMENT; *JOB TRAINING; *WORK EXPERIENCE PROGRAMS; YOUTH OPPORTUNITIES; *EDUCATIONAL PROGRAMS
IDENTIFIERS - JUNIOR ACHIEVEMENT

ABSTRACT - INTENDED AS A GUIDE TO ASSIST IN THE IMPLEMENTATION AND OPERATION OF SUMMER WORK-EDUCATION PROGRAMS FOR UNDERPRIVILEGED TEENAGERS, THIS MANUAL REPRESENTS AN ACCUMULATION AND ANALYSIS OF THREE YEARS' EXPERIENCE WITH SUMMER PROGRAMS. INCLUDED ARE DISCUSSION OF: (1) PREPARATORY ASPECTS INVOLVED IN PLANNING A PROGRAM OF THIS SORT, (2) SUGGESTIONS FOR A DESIRABLE ORGANIZATIONAL STRUCTURE, (3) OPERATIONS NECESSARY TO INSURE PROPER FUNCTIONING OF THE PROGRAM, AND (4) APPENDICES CONTAINING SAMPLES OF COMPANY AND INDIVIDUAL REGISTRATION FORMS, ATTENDANCE REPORTS, ACHIEVER INFORMATION FORMS, ADVISOR TRAINING AGENDA, GUIDELINES FOR MEETINGS, AND A LIST OF OFFICERS' DUTIES AND CENTER RULES. (AUTHOR/SN)

VT 018 546 ED 072 210
IMPLEMENTING LAW ENFORCEMENT TRAINING: A SUGGESTED BASIC TRAINING PROGRAM.

MIAMI-DADE JUNIOR COLL., FLA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 71 54P.

DESCRIPTORS - *JOB TRAINING; *PROGRAM DESCRIPTIONS; GOVERNMENT PUBLICATIONS; *LAW ENFORCEMENT; *PROGRAM GUIDES; TEACHING GUIDES; TEACHING PROCEDURES; RESOURCE MATERIALS; VOCATIONAL DEVELOPMENT; *ADULT VOCATIONAL EDUCATION; BASIC SKILLS; POLICE COMMUNITY RELATIONSHIP; PROGRAM PLANNING; PROGRAM EVALUATION

ABSTRACT - THIS MANUAL IS DESIGNED TO PROVIDE GUIDELINES FOR ESTABLISHING, CONDUCTING, AND EVALUATING BASIC AND INSERVICE TRAINING PROGRAMS FOR THE IMPLEMENTATION OF LAW ENFORCEMENT TRAINING BY SMALL POLICE DEPARTMENTS. SUGGESTED METHODS OF DETERMINING TRAINING NEEDS, REQUIRED PHYSICAL FACILITIES, SELECTION OF STAFF AND FACULTY, COURSES OF STUDY, AND TRAINING METHODS ARE PRESENTED. AS AN AID IN DETERMINING SOURCES OF FINANCIAL SUPPORT, INSTRUCTIONAL MATERIALS, TRAINING INFORMATION, AND AGENCIES PROVIDING QUALIFIED INSTRUCTORS FOR VARIOUS PARTS OF THE TRAINING PROGRAMS, THIS HANDBOOK INCORPORATES MANY RESOURCE LISTS, A JOB ANALYSIS, AND A SAMPLE BASIC PROGRAM. THE FOLLOWING TOPICS ARE DISCUSSED: (1) PRELIMINARY PROGRAM PLANNING, (2) MANAGEMENT OF TRAINING RESOURCES, (3) PROGRAM DEVELOPMENT, (4) TRAINING METHODS,

(5) TEACHING TECHNIQUES, AND (6) PROGRAM EVALUATION, INCLUDING A FIELD TRAINING RECORD. (AG)

VT 018 597 ED(SEE JUN '73 RIE)
COOPERATIVE OCCUPATIONAL EDUCATION PROGRAMS ADMINISTRATIVE HANDBOOK.

NEW YORK STATE EDUCATION DEPT., ALBANY. OFFICE OF OCCUPATIONAL EDUCATION.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
PUB DATE - 72 92P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *PROGRAM DESCRIPTIONS; *STATE PROGRAMS; *WORK EXPERIENCE PROGRAMS; *ADMINISTRATOR GUIDES; EDUCATIONAL OBJECTIVES; ADMINISTRATIVE ORGANIZATION; PROGRAM PLANNING; PROGRAM ADMINISTRATION; VOCATIONAL EDUCATION
IDENTIFIERS - *NEW YORK

ABSTRACT - THIS ADMINISTRATOR GUIDE DESCRIBES OCCUPATIONAL COOPERATIVE AND WORK-STUDY PROGRAMS IN THE STATE OF NEW YORK, DETAILING THE ADVANTAGES OF COOPERATIVE EDUCATION FOR THE STUDENT, THE SCHOOL, THE EMPLOYER, AND THE COMMUNITY. A RATIONALE FOR WORK EXPERIENCE PROGRAMS PRECEDES A CHART GIVING OBJECTIVES, TIME ALLOTMENTS, STUDENT CHARACTERISTICS, AND OTHER PERTINENT INFORMATION RELATING TO NEW YORK WORK EXPERIENCE PROGRAMS. DIVERSE ADMINISTRATIVE CONSIDERATIONS ARE DISCUSSED, RANGING FROM STAFFING TO PROGRAM PLANNING. PROGRAM FEATURES ARE SPECIFIED FOR EACH TYPE OF COOPERATIVE PROGRAM. LINE DIAGRAMS ILLUSTRATE THE TEXT, WHICH INCLUDES A BIBLIOGRAPHY AND A GLOSSARY. (AG)

VT 018 697 ED 072 244
GREEN, CHARLES
STRENGTH OF MATERIALS--MACHINISTS.

MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS, NEW BRUNSWICK, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 ($2.50)
PUB DATE - JUL71 252P.

DESCRIPTORS - *MANUALS; VISUAL AIDS; SECONDARY GRADES; *TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; QUESTIONING TECHNIQUES; *TEXTBOOKS; MANUFACTURING; RESOURCE MATERIALS; ACHIEVEMENT TESTS; *METALS; *SHOP CURRICULUM; GLOSSARIES; INDUSTRIAL ARTS
IDENTIFIERS - *NEW JERSEY; BEGINNING COMPETENCE

ABSTRACT - INTENDED FOR USE IN A 1-YEAR CURRICULUM IN AN AREA VOCATIONAL HIGH SCHOOL, THIS STUDENT MANUAL FOR MACHINE SHOP WORK WITH INDUSTRIAL METALS CONTAINS 17 INSTRUCTIONAL UNITS, EACH WITH A BEHAVIORAL OBJECTIVE, RELATED INFORMATION, SHOP PROCEDURES, EQUIPMENT AND MATERIALS LISTS, AND STUDENT WORKSHEETS. DEVELOPED BY A REGIONAL GROUP OF TEACHERS AND SUPERVISORS AND TESTED IN FOUR VOCATIONAL SCHOOLS, THIS TEXT WAS PREPARED BY THE CHAIRMAN OF THE DRAFTING DEPARTMENT AT AN AREA VOCATIONAL HIGH SCHOOL. A COURSE RATIONALE, SUPPLIES LIST, A GLOSSARY, REFERENCE LISTS, AND STUDENT ACHIEVEMENT TESTS ARE INCLUDED. WORKING DIAGRAMS AND OTHER VISUAL AIDS ILLUSTRATE THE TEXT. (AG)

VT 018 698 ED 072 245
WASSERMAN, EDWARD
THE RELATED SCIENCE OF COSMETOLOGY.

BERGEN COUNTY VOCATIONAL-TECHNICAL HIGH SCHOOL, HACKENSACK, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BLDG. 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 ($2.00)
PUB DATE - AUG72 145P.

DESCRIPTORS - PREVOCATIONAL EDUCATION; VISUAL AIDS; HUMAN SERVICES; GLOSSARIES; *HIGH SCHOOL CURRICULUM; *STATE CURRICULUM GUIDES; VOCATIONAL DEVELOPMENT; *COSMETOLOGY; REVIEW (REEXAMINATION); LEARNING ACTIVITIES; *TRADE AND INDUSTRIAL EDUCATION; *SCIENCE INSTRUCTION; GOAL ORIENTATION
IDENTIFIERS - *NEW JERSEY

ABSTRACT - INTENDED AS AN INSTRUCTIONAL GUIDE FOR THE USE OF A SCIENCE TEACHER OR BEAUTY CULTURE SHOP TEACHER IN TEACHING THE SCIENTIFIC ASPECTS IN A 1-YEAR PREVOCATIONAL COSMETOLOGY PROGRAM AT AREA VOCATIONAL HIGH SCHOOLS, THIS STATE CURRICULUM GUIDE WAS DEVELOPED BY A COMMITTEE OF VOCATIONAL INSTRUCTORS AND FIELD TESTED IN THREE VOCATIONAL SCHOOLS. AN INTRODUCTORY COURSE RATIONALE PRECEDES 11 TOPICAL UNITS, WHICH FOCUS ON THE FOLLOWING AREAS: (1) HYGIENE AND SANITATION, (2) MICROSCOPIC ORGANISMS, (3) THE HUMAN BODY, (4) THE SKIN, (5) THE HAIR AND SCALP, (6) THE NAIL, (7) THE CHEMISTRY OF HAIR PRODUCTS, (8) CHEMISTRY OF TINTS AND BLEACHES, (9) CHEMISTRY OF COSMETICS, (10) ELECTRICITY IN THE SALON, AND (11) LIGHT IN THE SALON. IMPORTANT TEACHING POINTS ARE SUMMARIZED, REVIEW QUESTIONS ARE PRESENTED, AND LEARNING ACTIVITIES ARE GIVEN FOR EACH OF THE 11 INSTRUCTIONAL UNITS. GLOSSARIES, READING MATERIALS, AND NUMEROUS LINE DIAGRAMS ENRICH THE TEXT. (AG)

VT 018 699 ED 072 246
SCIENTIFIC GLASSBLOWING TECHNOLOGY: A SUGGESTED TWO-YEAR POST HIGH SCHOOL CURRICULUM.

SALEM COUNTY TECHNICAL INST., PENNS GROVE, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 ($2.50)
PUB DATE - JAN72 108P.

DESCRIPTORS - *CURRICULUM GUIDES; POST SECONDARY EDUCATION; *GLASS; *TECHNOLOGY; MANUFACTURING; JOB TRAINING; VOCATIONAL DEVELOPMENT; *TECHNICAL EDUCATION; TRADE AND INDUSTRIAL EDUCATION; RESOURCE MATERIALS; SKILL DEVELOPMENT; PROGRAM PLANNING; *COURSE DESCRIPTIONS; TRAINING OBJECTIVES; PROJECT TRAINING METHODS; CHEMICAL TECHNICIANS
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS CURRICULUM GUIDE, DESIGNED AS AN AID IN PLANNING AND DEVELOPING A 2-YEAR POST-SECONDARY CURRICULUM IN SCIENTIFIC GLASS TECHNOLOGY, PROVIDES GUIDELINES FOR THE USE OF ADMINISTRATORS, SUPERVISORS, AND TEACHERS. DEVELOPED BY A REGIONAL GROUP OF FACULTY AND STAFF AT A TECHNICAL INSTITUTE, THIS SUGGESTED CURRICULUM OUTLINE WOULD ALSO BE APPLICABLE FOR A PART-TIME PROGRAM FOR EMPLOYED ADULTS. A PROGRAM RATIONALE, RESOURCE LISTS, AND DESCRIPTIONS OF LABORATORY EXPERIMENTS ARE INCLUDED. GENERAL PROGRAM DEVELOPMENT CONSIDERATIONS ARE DETAILED, EMPHASIZING THE ROLE OF LIBRARY FACILITIES AND THE USE OF EQUIPMENT CHARACTERISTIC OF SCIENTIFIC GLASSBLOWING TECHNOLOGY. COURSE DESCRIPTIONS FOR FOUR SEMESTERS OF 15 CLASS HOURS AND 15 LAB HOURS EACH ARE PRESENTED, GROUPED INTO THE FOLLOWING CATEGORIES: (1) TECHNICAL COURSES, (2) MATHEMATICS AND SCIENCE COURSES, (3) AUXILIARY OR SUPPORTING TECHNICAL COURSES, AND (4) GENERAL COURSES. BASED UPON THE EXPERIENCE OF EDUCATORS AND INDUSTRIALISTS WITH EXPERIENCE IN SCIENTIFIC GLASSBLOWING TECHNOLOGY, THIS GUIDE SHOULD PROVE VALUABLE FOR DEVELOPING SIMILAR PROGRAMS TO MEET LOCAL AND NATIONAL MANPOWER NEEDS IN THIS FIELD. (AG)

VT 018 730 ED 072 248
ANDERSON, GRADY L.;RICHDAN, RICHARD J.
GEORGIA GUIDEBOOK: JOB PLACEMENT SERVICES.

GEORGIA STATE UNIV., ATLANTA.
GEORGIA STATE DEPT. OF EDUCATION, ATLANTA. DIV. OF VOCATIONAL EDUCATION.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 71 61P.

DESCRIPTORS - *EMPLOYMENT SERVICES; *JOB PLACEMENT; ADMINISTRATIVE ORGANIZATION; STATE PROGRAMS; RESOURCE MATERIALS; *VOCATIONAL EDUCATION; BIBLIOGRAPHIES; *LEADERS GUIDES; VOCATIONAL DEVELOPMENT; *PROGRAM DEVELOPMENT; OCCUPATIONAL GUIDANCE; STUDENT TESTING; SUMMATIVE EVALUATION; INSTRUCTOR COORDINATORS; COMMUNITY INVOLVEMENT
IDENTIFIERS - *GEORGIA

ABSTRACT - INTENDED FOR POTENTIAL AND CURRENT JOB PLACEMENT COORDINATORS, THIS GUIDEBOOK DESCRIBES GEORGIA'S PLACEMENT SERVICE ACTIVITIES IN THE FIVE FOLLOWING AREAS: (1) ORGANIZATION OF A PLACEMENT SERVICE, (2) DEVELOPMENTAL ACTIVITIES, (3) TESTING, (4) INDIVIDUAL AND GROUP WORK ACTIVITIES, AND (5) FOLLOWUP EVALUATION AND RESEARCH. THE TEXT'S INTRODUCTORY RATIONALE MAKES THE ASSUMPTION THAT JOB PLACEMENT, AS A KEY SCHOOL SERVICE, SHOULD PROVIDE COMPREHENSIVE EFFORTS RELATED TO VOCATIONAL PREPARATION BOTH AT THE ELEMENTARY AND SECONDARY LEVELS. RESOURCE MATERIALS AND A BIBLIOGRAPHY ARE APPENDED. THIS LEADER'S GUIDE WAS FUNDED BY MEANS OF A STATE GRANT. (AG)

VT 018 731 ED 072 249
MCKNIGHT, A. JAMES;HUNDT, ALAN G.
DRIVER EDUCATION TASK ANALYSIS: INSTRUCTIONAL OBJECTIVES. HUMRRO SAFETY SERIES.

HUMAN RESOURCES RESEARCH ORGANIZATION, ALEXANDRIA, VA.
DEPARTMENT OF TRANSPORTATION, WASHINGTON, D.C. NATIONAL HIGHWAY SAFETY BUREAU.
EDRS PRICE MF-$0.65 HC-$13.16.
HUMAN RESOURCES RESEARCH ORGANIZATION (HUMRRO), 330 NORTH WASHINGTON ST., ALEXANDRIA, VA 22314 ($10.00)
PUB DATE - MAR71 313P.

DESCRIPTORS - *EDUCATIONAL OBJECTIVES; *DRIVER EDUCATION; TRAFFIC SAFETY; VEHICULAR TRAFFIC; *TASK ANALYSIS; *BEHAVIORAL OBJECTIVES; MOTOR VEHICLES; TRANSPORTATION; STUDENT BEHAVIOR; ANSWER KEYS; PERFORMANCE TESTS

ABSTRACT - DEVELOPED FROM A SYSTEMATIC ANALYSIS OF DRIVING BEHAVIORS, THIS PUBLICATION CONTAINS A SET OF INSTRUCTIONAL OBJECTIVES FOR DRIVER EDUCATION COURSES AND A SERIES OF TESTS DESIGNED TO MEASURE THE DEGREE TO WHICH THE INSTRUCTIONAL OBJECTIVES HAVE BEEN MET BY STUDENTS. PART 1 PROVIDES A DESCRIPTION OF OBJECTIVES FOR 74 LEARNING UNITS, INCLUDING SUCH TOPICS AS: (1) STARTING, (2) DOWNSHIFTING, (3) FREEWAY DRIVING, (4) BEING PASSED, (5) TRAFFIC CIRCLES, AND (6) NIGHT DRIVING. EACH UNIT CONTAINS: (1) OVERALL PURPOSE, (2) PERFORMANCE OBJECTIVES LISTED ACCORDING TO DEGREE OF CRITICALITY, AND (3) DESCRIPTION OF THE KNOWLEDGES AND SKILLS NEEDED BY THE STUDENT IN ORDER TO MEET THE PERFORMANCE OBJECTIVES. PART 2 DESCRIBES AND PROVIDES DRIVER PERFORMANCE AND KNOWLEDGE TESTS AND ANSWER KEYS. (SB)

VT 018 745 ED 072 261
AN EXPERIMENTAL PROGRAM TO PROVIDE IN-HOME VOCATIONAL TRAINING IN PRESCHOOL AND DAY CARE WORK FOR UNSKILLED DISADVANTAGED MOTHERS AND CHILD-CARING ADULTS. A FINAL REPORT.

WEST CHESTER STATE COLL., PA. OFFICE OF RESEARCH AND RELATED SERVICES.
PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - JUN72 161P.

DESCRIPTORS - *ADULT VOCATIONAL EDUCATION; PROGRAM EVALUATION; *LESSON PLANS; ATTENDANT TRAINING; *CHILD CARE OCCUPATIONS; INDIVIDUALIZED PROGRAMS; PRACTICUMS; EXPERIMENTAL PROGRAMS; RESEARCH UTILIZATION; LABOR FORCE NONPARTICIPANTS; *ECONOMICALLY DISADVANTAGED; EDUCATIONAL INNOVATION; UNSKILLED LABOR; MANPOWER DEVELOPMENT; *HOME INSTRUCTION; EDUCATION
IDENTIFIERS - EMPLOYMENT SKILLS; PROJECT PRIDE

ABSTRACT - ON THE BASIS OF INTERVIEWS WITH MOTHERS AND BABY-SITTERS OF CHILDREN ENROLLED IN THE EARLY LEARNING PROGRAMS OF THE

PENNSYLVANIA RESEARCH IN INFANT DEVELOPMENT AND EDUCATION PROJECT IN THE WEST CHESTER, PENNSYLVANIA, AREA, 12 LOW-INCOME LABOR FORCE NONPARTICIPANTS IDENTIFIED AS POTENTIAL ENTRANTS INTO THE JOB MARKET WERE CHOSEN TO PARTICIPATE IN AN EXPERIMENTAL INDIVIDUALIZED VOCATIONAL TRAINING PROGRAM FOR CHILD CARE SERVICES. FUNDED UNDER PART C OF THE VOCATIONAL EDUCATION ACT OF 1969, THIS INNOVATIVE IN-HOME PROGRAM WAS INTENDED FOR UNSKILLED, SOCIOECONOMICALLY DISADVANTAGED ADULTS UNABLE TO PARTICIPATE IN FORMAL, CENTRALLY LOCATED TRAINING PROGRAMS. OF THE 25 LESSONS ORIGINALLY PLANNED, THE 12 INITIAL LESSONS ARE PRESENTED IN THIS REPORT, INCLUDING LEARNING ACTIVITIES, RESOURCE LISTS, BEHAVIORAL OBJECTIVES, AND CONTENT OUTLINES. POSITIVE FEEDBACK FROM PROGRAM PARTICIPANTS, AN APPENDED PROGRAM EVALUATION PERFORMED BY AN INDEPENDENT RESEARCHER BY MEANS OF INTERVIEWS USING A SURVEY INSTRUMENT, AND A COMPARISON OF PARTICIPANT SCORES WITH SCORES ACHIEVED BY THOSE IN A STATE MANPOWER TRAINING PROGRAM REVEALED THE PROGRAM'S SUCCESS. A DETAILED PROGRAM RATIONALE PRECEDES THE 12 LESSONS AND A DISCUSSION OF THE PROGRAM'S RESULTS. (AG)

VT 018 769 ED 072 282
POWERS, THOMAS F.
DEVELOPMENT OF A VALIDATED INSTRUCTIONAL SYSTEM FOR HOSPITALITY EDUCATION. FIRST ANNUAL REPORT.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. FOOD SERVICE AND HOUSING ADMINISTRATION.
PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.
EDRS PRICE MF-$0.65 HC-$13.16.
PUB DATE - 01JUL72 328P.

DESCRIPTORS - PRACTICUMS; PSYCHOMOTOR OBJECTIVES; COGNITIVE OBJECTIVES; AUTOINSTRUCTIONAL AIDS; POST SECONDARY EDUCATION; *MANUALS; *MANAGEMENT EDUCATION; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; HUMAN SERVICES; *FOOD SERVICE OCCUPATIONS; SKILL DEVELOPMENT; CURRICULUM DEVELOPMENT; RESOURCE MATERIALS; COURSE CONTENT; *INSTRUCTIONAL SYSTEMS
IDENTIFIERS - *HOSPITALITY EDUCATION

ABSTRACT - FUNDED BY A GRANT FROM PENNSYLVANIA'S RESEARCH COORDINATING UNIT, THREE KEY SEMINAR-PRACTICUM COURSES WERE DESIGNED FOR PSYCHOMOTOR AND COGNITIVE SKILLS DEVELOPMENT IN THE FOOD SERVICE AREA OF POST-SECONDARY HOSPITALITY EDUCATION. THIS 36-WEEK, 3-COURSE SEQUENCE UTILIZES WEEKLY SEMINARS, SELF-INSTRUCTIONAL PACKAGES, AND "REAL-LIFE" EXPERIENCES IN FOOD PRODUCTION PROBLEMS, FOODS ADMINISTRATION, AND FOOD SYSTEMS COMPONENTS. THE EXTENSIVE COLOR-KEYED INSTRUCTIONAL MATERIALS CONTAIN TEN LESSONS AND SKILL DESCRIPTIONS WHICH INCLUDE REQUIRED READING MATERIALS, RELATED QUESTIONS, STUDENT WORKSHEETS, AND ANSWER KEYS. A WIDE RANGE OF VISUAL AIDS ILLUSTRATES THE TEXT, WHICH IS 3-HOLE PUNCHED FOR EASE IN INSERTION AND REMOVAL OF PAGES. THE FIRST ANNUAL REPORT CONCERNING THE DEVELOPMENT OF THESE INSTRUCTIONAL MATERIALS PRECEDES THE TEN UNITS, WHICH INCLUDE VARIOUS RESOURCE MATERIALS AND A PILOT FORM OF A VOCATIONAL COMMITMENT INDEX. (AG)

VT 018 773 ED(SEE JUN '73 RIE)
CAREER AWARENESS. A TEACHER'S GUIDE FOR ELEMENTARY GRADES.

ARKANSAS STATE DEPT. OF EDUCATION, LITTLE ROCK. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$9.87.
PUB DATE - 72 267P.

DESCRIPTORS - *TEACHING GUIDES; CONCEPT FORMATION; RESOURCE MATERIALS; LEARNING ACTIVITIES; *HUMANITIES; *ELEMENTARY GRADES; *CAREER EDUCATION; *INTEGRATED CURRICULUM; OCCUPATIONAL INFORMATION; BIBLIOGRAPHIES; TEACHING TECHNIQUES; CLUSTER GROUPING; VISUAL AIDS
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - THIS TEACHING GUIDE FOR THE ELEMENTARY GRADES CONTAINS SUMMARIES, IN A 4-COLUMN FORMAT, OF (1) CONCEPTS, (2) ACTIVITIES, (3) RESOURCES AND REFERENCES, AND (4) LINKING CONTENT, FOR CAREER EDUCATION ACTIVITIES IN THESE FIELDS: (1) COMMUNITY INDUSTRIES, (2) AGRICULTURAL OCCUPATIONS, (3) DISTRIBUTIVE EDUCATION, (4) HEALTH OCCUPATIONS, (5) BUSINESS AND OFFICE OCCUPATIONS, AND (6) TECHNICAL AND TRADE AND INDUSTRIAL EDUCATION. VARIOUS BIBLIOGRAPHIES AND RESOURCE LISTS ARE APPENDED. DEVELOPED UNDER THE GUIDANCE OF THE ARKANSAS STATE PROGRAM PLANNING SECTION BY A GROUP OF TEACHERS, COUNSELORS, GUIDANCE PERSONNEL, STUDENTS AND PRINCIPALS, THIS PROJECT WAS FUNDED THROUGH A RESEARCH GRANT UNDER PUBLIC LAW 90-756. STUDENT DRAWINGS ILLUSTRATE THE TEXT, WHICH INCLUDES A RATIONALE FOR THESE INTEGRATED CAREER AWARENESS UNITS AND NUMEROUS JOB DESCRIPTIONS CORRELATED WITH THE INSTRUCTIONAL MATERIALS. A WIDE RANGE OF TEACHING TECHNIQUES IS ENCOURAGED, INCLUDING FIELD TRIPS, ROLE-PLAYING, GROUP DISCUSSIONS, AND CREATIVE ACTIVITIES. (AG)

VT 018 782
ADGERTON, A.H.
YOUR CAREER INFORMATION KIT AND HOW TO USE IT.

DOCUMENT NOT AVAILABLE FROM EDRS.
5122-08011
SCIENCE RESEARCH ASSOCIATES, INC., SUB. OF IBM, 259 E. ERIE ST., CHICAGO, IL 60611
PUB DATE - 71 32P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; INSTRUCTIONAL MATERIALS; *OCCUPATIONAL INFORMATION; SECONDARY GRADES; POST SECONDARY EDUCATION; CAREER CHOICE; CAREER PLANNING; *CAREER OPPORTUNITIES; EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL CHOICE; *OCCUPATIONS; *OCCUPATIONAL GUIDANCE; JOB MARKET; JOB APPLICANTS; CAREERS; VOCATIONAL COUNSELING
IDENTIFIERS - SELF AWARENESS; EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS 600-ITEM KIT CONTAINS: (1) DETAILED DESCRIPTIONS OF JOBS, DUTIES, LOCATION, WORKING CONDITIONS, EARNINGS, ADVANCEMENT OPPORTUNITIES, AND OTHER VITAL INFORMATION, (2) A SELECTION OF THE MAIN

OCCUPATIONAL OUTLETS IN THE UNITED STATES, (3) A TREATMENT OF FACTORS THAT TEND TO INCREASE OR DECREASE THE OPPORTUNITY FOR EMPLOYMENT IN VARIOUS VOCATIONS, (4) DESCRIPTIONS OF SYSTEMATIC PROCEDURES HELPFUL IN CHOOSING AND PLANNING A CAREER, (5) A REVIEW OF ADVANTAGES AND DISADVANTAGES FOR JOB-HUNTING TECHNIQUES, (6) AN ANALYSIS OF FACTORS HELPFUL IN GETTING AND HOLDING A JOB, (7) AN INDEX, AND (8) INSTRUCTIONS FOR USE OF THE KIT. THE KIT IS GEARED TO SECONDARY AND POST-SECONDARY STUDENTS. (PM)

VT 018 787 ED(SEE JUN '73 RIE)
WORKSHOP IN THE PREPARATION OF MEASURABLE PERFORMANCE OBJECTIVES.

FRESNO CITY COLL., CALIF. DIV. OF TECHNICAL AND INDUSTRIAL EDUCATION.; CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - 71 180P.

DESCRIPTORS - *POST SECONDARY EDUCATION; *VOCATIONAL EDUCATION; TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION TEACHERS; JUNIOR COLLEGES; COMMUNITY COLLEGES; INSERVICE TEACHER EDUCATION; *TEACHER WORKSHOPS; *BEHAVIORAL OBJECTIVES; EDUCATIONAL ACCOUNTABILITY; *PERFORMANCE CRITERIA; TASK PERFORMANCE; GOAL ORIENTATION
IDENTIFIERS - *FRESNO CITY COLLEGE

ABSTRACT - IN ORDER TO PRODUCE MEASURABLE PERFORMANCE OBJECTIVES FOR EVERY VOCATIONAL EDUCATION PROGRAM IN THE TECHNICAL AND INDUSTRIAL DIVISION AT A FRESNO COMMUNITY COLLEGE, AN EDUCATIONAL CONSULTANT LED A 4-DAY WORKSHOP FOR 33 COMMUNITY COLLEGE INSTRUCTORS. FUNDED UNDER THE VOCATIONAL EDUCATION ACT OF 1968 IN COOPERATION WITH THE CALIFORNIA COMMUNITY COLLEGES AND THE STATE DEPARTMENT OF EDUCATION, THIS REPORT PRESENTS PERFORMANCE OBJECTIVES DEVELOPED WITHIN EACH INSTRUCTOR'S FIELD. ALTHOUGH EACH OF THE 33 INSTRUCTORS WAS REQUIRED TO PREPARE THE SATISFACTORY MEASURABLE PERFORMANCE OBJECTIVES, ONLY 25 COMPLETED THESE ASSIGNMENTS. FOR EACH GENERAL GOAL, A DESIRED OUTCOME, A PERFORMANCE CRITERION, A RATIONALE, AND CONDITIONS REQUIRED FOR PERFORMING THE OBJECTIVES ARE PROVIDED. FOR THE SPECIFIC TASKS GIVEN TO MEET EACH GOAL, RATIONALES, PERFORMANCE OBJECTIVES, REQUIREMENTS FOR TASK PERFORMANCE, AND

ALPHABETICALLY BY PROGRAM TOPICS, RANGING FROM AGRICULTURE TO POLICE SCIENCE. FOLLOW-UP WORK, INCLUDING TASK ANALYSES AND IN-SERVICE TRAINING, IS BEING PLANNED. (AG)

VT 018 805 ED 072 299
RAUDENBUSH, DAVID B.
AUTOMOTIVE POLLUTION CONTROL.

DEPTFORD TOWNSHIP AREA VOCATIONAL SCHOOL, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 ($2.00)
PUB DATE - APR73 86P.

DESCRIPTORS - *VOCATIONAL EDUCATION; SECONDARY GRADES; VOCATIONAL DEVELOPMENT; *SUPPLEMENTARY TEXTBOOKS; LEARNING ACTIVITIES; *MANUALS; VISUAL AIDS; LESSON PLANS; *AIR POLLUTION CONTROL; *AUTO MECHANICS
IDENTIFIERS - *NEW JERSEY

ABSTRACT - INTENDED FOR A 1- OR 2-MONTH CURRICULUM IN AUTO MECHANICS, THIS STUDENT MANUAL ON AUTOMOTIVE POLLUTION CONTROL WAS DEVELOPED BY A SUBJECT MATTER SPECIALIST AT AN AREA VOCATIONAL SCHOOL AND TESTED IN A VOCATIONAL AUTO SHOP. INTENDED EITHER FOR USE IN AN INTEGRATED CURRICULUM OR FOR USE IN TEACHING POLLUTION CONTROL AS A SEPARATE COURSE, THESE 12 INSTRUCTIONAL UNITS CONTAIN LESSONS COVERING THE DESIGN, FUNCTIONING, AND SERVICE PROCEDURES FOR DEVICES USED TO CONTROL CRANKCASE EMISSIONS, EXHAUST EMISSIONS, AND FUEL EVAPORATION IN AUTOMOBILES. FOR EACH LESSON, A BEHAVIORAL OBJECTIVE PRECEDES TOPICAL READING MATERIALS AND QUESTIONS USEFUL FOR REVIEW OR ASSIGNMENT PURPOSES. WORKING DIAGRAMS ILLUSTRATE THE TEXT, WHICH INCLUDES INTRODUCTORY TEACHING SUGGESTIONS. (AG)

VT 018 890 ED(SEE JUN '73 RIE)
WHAT EVERY EMPLOYER NEEDS TO KNOW ABOUT OSHA RECORDKEEPING.

BUREAU OF LABOR STATISTICS (DOL), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
BLS-R-412
PUB DATE - 72 34P.

DESCRIPTORS - *FEDERAL LEGISLATION; RESOURCE GUIDES; LABOR STANDARDS; *HEALTH; MEDICAL SERVICES; LABOR CONDITIONS; *RECORDKEEPING; EMPLOYEES; OCCUPATIONAL DISEASES; *INJURIES; *SAFETY; FIRST AID
IDENTIFIERS - *OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

ABSTRACT - THIS PUBLICATION PRESENTS ANSWERS TO THE QUESTIONS MOST FREQUENTLY ASKED BY EMPLOYERS CONCERNING INJURY AND ILLNESS RECORDKEEPING AND REPORTING REQUIREMENTS UNDER THE WILLIAMS-STEIGER OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970. UNDER THIS

FOR THE RECORDKEEPING AND REPORTING REQUIREMENTS. TOPICS OF CONCERN ARE LISTED ALPHABETICALLY FOR EASY REFERENCE. ADDRESSES OF OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION REGIONAL OFFICES ARE APPENDED, IN ADDITION TO CHARTS DEPICTING THE CONDITIONS NECESSARY FOR RECORDING OCCUPATIONAL INJURIES OR ILLNESSES UNDER THIS ACT. (AG)

VT 018 896 ED(SEE JUN '73 RIE)
DEVELOPING DISTRIBUTIVE EDUCATION PROGRAMS: A MANUAL FOR SCHOOL ADMINISTRATORS.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DISTRIBUTIVE EDUCATION UNIT.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM

EDRS.
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903, ($.50)
PUB DATE - 71 30P.

DESCRIPTORS - *MANUALS; *PROGRAM GUIDES; *DISTRIBUTIVE EDUCATION; *PROGRAM ADMINISTRATION; PROGRAM DEVELOPMENT; PROGRAM COORDINATION; *STANDARDS; ADMINISTRATOR ROLE
IDENTIFIERS - *NEW JERSEY

ABSTRACT - THIS MANUAL WAS DESIGNED FOR USE BY SCHOOL ADMINISTRATORS IN DEVELOPING AND/OR IMPROVING THE QUALITY OF DISTRIBUTIVE EDUCATION PROGRAMS BEING IMPLEMENTED IN SCHOOLS. SET FORTH IN IT ARE CRITERIA FOR INSURING SUCCESS OF PROGRAMS, AS WELL AS CHECKLISTS FOR ASSESSING THEIR MERIT. APPENDIXES OUTLINING THE FUNCTIONS AND DUTIES OF COORDINATORS, CURRICULUM STRUCTURE, THE STATE UNIT'S RESPONSIBILITY, AND A CHECKLIST FOR PROGRAM VISITATION ARE INCLUDED. (SN)

VT 018 993 ED(SEE JUN '73 RIE)
MCMINN, J.H., COMP.; MORRIS, KEN, COMP.
CAREER EDUCATION: A HANDBOOK FOR PROGRAM INITIATION.

MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - JUL 72 134P.

DESCRIPTORS - *CAREER EDUCATION; *VOCATIONAL DEVELOPMENT; SKILL DEVELOPMENT; ELEMENTARY GRADES; INTERMEDIATE GRADES; SECONDARY GRADES; *RESOURCE GUIDES; *PROGRAM DEVELOPMENT; LEARNING ACTIVITIES; CAREER PLANNING; ADMINISTRATOR RESPONSIBILITY; TEACHER RESPONSIBILITY
IDENTIFIERS - CAREER AWARENESS; CAREER EXPLORATION

ABSTRACT - THIS COMPILATION OF IDEAS, SAMPLE ACTIVITIES, AND OTHER INFORMATION HAS BEEN PREPARED FOR USE BY CLASSROOM TEACHERS, COUNSELORS, CAREER EDUCATION LEADERS, AND SCHOOL ADMINISTRATORS IN INITIATING CAREER EDUCATION PROGRAMS. SECTION OF THE HANDBOOK PROVIDE: (1) A DESCRIPTION OF THE CAREER-CENTERED CURRICULUM, WHICH IS A CURRICULUM DESIGNED TO HELP STUDENTS DEVELOP SOCIOLOGICAL, PSYCHOLOGICAL, AND OCCUPATIONAL SKILLS THROUGH A DEVELOPMENTAL PROGRAM DIVIDED INTO STAGES OF CAREER AWARENESS, EXPLORATION, PREPARATION, AND CONTINUING EDUCATION, (2) A LISTING OF THE RESPONSIBILITIES OF THE ADMINISTRATOR, CAREER EDUCATOR, OCCUPATIONAL ORIENTATION TEACHERS, COUNSELOR, TEACHER, AND TEACHER AIDES IN THE CAREER EDUCATION PROGRAMS, (3) A CHART ILLUSTRATING CAREER DEVELOPMENT CONCEPTS AT THE PRIMARY, INTERMEDIATE, AND SECONDARY GRADE LEVELS, (4) A GUIDE FOR PLANNING CAREER ACTIVITIES BASED ON DEVELOPMENTAL TASKS AND CHARACTERISTIC REACTIONS OF CERTAIN STAGES OF DEVELOPMENT, AND (5) A LISTING OF CAREER ACTIVITIES. THE ACTIVITIES, WHICH ARE DIVIDED INTO ELEMENTARY, MIDDLE SCHOOL, AND HIGH SCHOOL LEVELS, CONSIST OF INSTRUCTIONAL PROCEDURES, RESOURCES, AND MATERIALS KEYED TO UNITS OF STUDY AND SUBJECT MATTER AREAS. (SB)

VT 019 004
TRAYLOR, W.L.
PILOT'S GUIDE TO AN AIRLINE CAREER.

DOCUMENT NOT AVAILABLE FROM EDRS.
6013-08372
AVIATION BOOK CO., P.O. BOX 4187, GLENDALE, CA 91202
PUB DATE - 71 170P. PMM COLLECTION; 3RD EDITION.

DESCRIPTORS - CAREER EDUCATION; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; SECONDARY GRADES; POST SECONDARY EDUCATION; INDEPENDENT STUDY; *AIRCRAFT PILOTS; AIRPORTS; AVIATION TECHNOLOGY; JOB SKILLS; GUIDANCE; *OCCUPATIONAL INFORMATION; *JOB APPLICATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - DESIGNED FOR STUDENTS IN GRADES 11 AND 12 AND POST SECONDARY STUDENTS, THIS BOOK HAS BEEN PREPARED TO MEET THE THREE PRIMARY NEEDS OF ANYONE WHO DESIRES TO ENTER AN AIRLINE CAREER. THE BOOK DESCRIBES HOW TO INTELLIGENTLY PURSUE A JOB AS AN AIRLINE PILOT. THE STUDENT SHOULD HAVE AN ACCURATE PICTURE OF PRECISELY WHAT THE DUTIES ARE FOR THE PILOT WITH THE AIRLINES, KNOW THE TRUE FACTS CONCERNING HOW BEST TO PREPARE TO ENTER THIS PROFESSION, BE PREPARED TO GO AFTER THE BEST JOBS AVAILABLE, AND KNOW HOW TO LAND THEM ON THE FIRST TRY. (PM)

VT 019 005
SIMONSON, LEROY
PRIVATE PILOT STUDY GUIDE. (TEXT, AERONAUTICAL CHART, AND FEDERAL AVIATION REGULATIONS).

DOCUMENT NOT AVAILABLE FROM EDRS.
6013-08371
AVIATION BOOK COMPANY, 565 1/2 WEST GLEN OAKS BLVD., P.O. BOX 4187, GLENDALE, CA 91202
PUB DATE - 70 510P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; RESOURCE MATERIALS; *REFERENCE MATERIALS; AUDIOVISUAL AIDS; *STUDY GUIDES; AVIATION TECHNOLOGY; TECHNICAL EDUCATION; *FLIGHT TRAINING; *INDEPENDENT STUDY; SELF EVALUATION
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCY; *EMPLOYMENT SKILLS

ABSTRACT - INCLUDED IN THIS SET OF THREE RELATED ITEMS CONCERNING FLIGHT TRAINING ARE A STUDY GUIDE, A SAMPLE AERONAUTICAL CHART, AND A BOOK OF FEDERAL AVIATION REGULATIONS. THE SET IS INTENDED FOR SECONDARY, AND POST SECONDARY STUDENTS WHO WISH TO PREPARE FOR THE FAA PRIVATE PILOT WRITTEN EXAM. MAJOR SECTIONS OF THE STUDY GUIDE ARE DEVOTED TO IN DEPTH EXPLANATION OF AIRCRAFT ENGINE OPERATION AND LIMITATIONS, FLIGHT INSTRUMENTS, NAVIGATION, NAVIGATION COMPUTER, WEATHER, RADIO COMMUNICATIONS, RADIO NAVIGATION, AND THE AIRMAN'S INFORMATION MANUAL (AIM). A SELF-ADMINISTERED EXAM FOLLOWS EACH CHAPTER. (PM)

VT 019 008
NEW, EXPANDED MODELS' HANDBOOK.

CAREERS RESEARCH, INC., MINNEAPOLIS, MINN.
DOCUMENT NOT AVAILABLE FROM EDRS.
5CE8-09181
CAREERS RESEARCH, INC., 4725 EXCELSIOR BOULEVARD, MINNEAPOLIS, MINNESOTA 55416 ($5.95)
PUB DATE - 71 172P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY REFERENCE MATERIALS; *CAREER OPPORTUNITIES; CAREER EDUCATION; MARKETING; SECONDARY GRADES; WORKING WOMEN; INDEPENDENT READING; *VOCATIONAL COUNSELING; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS HANDBOOK DESCRIBING A MODEL'S WORLD, IS DESIGNED FOR USE BY STUDENTS IN GRADES 11 AND 12. THE QUALITIES NEEDED FOR EACH TYPE OF MODELING AS WELL AS SPECIFIC KINDS OF OPPORTUNITIES FOR MODELS OF DIFFERENT AGES AND ATTRIBUTES ARE DISCUSSED. ADDITIONAL TOPICS INCLUDE: (1) MODELING OPPORTUNITIES IN EACH STATE, (2) THE ROLE OF THE MODEL AGENCY, (3) PART-TIME MODELING OPPORTUNITIES, (4) WHERE, HOW, AND TO WHOM TO APPLY, AND (5) PAY, BENEFITS AND WORKING CONDITIONS. ADVICE ON HOW TO BEGIN AND HOW TO CONTINUE SUCCESSFULLY IN MODELING ARE INCLUDED. (PM)

VT 019 009
RAY, E. ROY
WHAT DOES AN AIRLINE CREW DO.

DOCUMENT NOT AVAILABLE FROM EDRS.
7103-09055
DODD, MEAD & CO., 79 MADISON AVE., NEW YORK, N.Y. 10016
PUB DATE - 68 64P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; ELEMENTARY GRADES; SECONDARY GRADES; SOCIAL SCIENCES; *TRANSPORTATION; INDEPENDENT STUDY; AIRPORTS; *AIRCRAFT PILOTS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN FOR STUDENTS IN GRADES 6,7,8, AND 9, THIS TEXT WITH ACTION PHOTOGRAPHS TAKES THE STUDENT BEHIND THE SCENES TO LEARN THE JOBS OF AN AIRLINE CREW. THE CAPTAIN, OR CHIEF PILOT IS IN COMMAND OF HIS AIRPLANE. HIS FLIGHT CREW, FIRST OFFICER OR CO-PILOT, FLIGHT ENGINEER, AND SOMETIMES A SECOND OFFICER OPERATE THE CRAFT. THE CABIN SERVICE CREW STEWARDESSES AND OCCASIONALLY A STEWARD LOOK AFTER THE PASSENGERS. THE READER WILL SEE THEM AT WORK, BEING BRIEFED FOR A FLIGHT, IN TAKE OFF AND LANDING, SERVING MEALS, AND TAKING CARE OF SPECIAL PERSONS. TRAINING AND QUALIFICATIONS, REFRESHER COURSES, ADVANTAGES, AND DISADVANTAGES OF THE WORK, ARE PRESENTED IN NARRATIVE FORM. (PM)

VT 019 010
KINSINGER, ROBERT E., ED.
CAREER OPPORTUNITIES FOR TECHNICIANS AND SPECIALISTS: HEALTH TECHNICIANS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7227-08320
J.G. FERGUSON PUBLISHING CO., SUBS., OF DOUBLEDAY & CO., INC., 6 N. MICHIGAN AVE., CHICAGO, IL 60602 ($11.95)
PUB DATE - 70 385P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY TEXTBOOKS; *RESOURCE MATERIALS; *CAREER OPPORTUNITIES; *HEALTH OCCUPATIONS; PERSONAL SERVICES; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; CAREER CHOICE; CAREER PLANNING; OCCUPATIONAL GUIDANCE; VOCATIONAL DEVELOPMENT; GUIDANCE
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK IS DESIGNED TO BE USED BY STUDENTS GRADES 10 THROUGH 12 AND COUNSELORS WHO HAVE NEED FOR BOTH GENERAL AND SPECIFIC CAREER INFORMATION. THE TEXT EXAMINES IN DETAIL 25 MAJOR CAREERS IN THE HEALTH FIELD. IT CAN BE USED IN CONJUNCTION WITH SELF-INSTRUCTION OR INDIVIDUAL COUNSELING. MAJOR EMPHASIS IS PLACED ON ATTITUDES, APPRECIATIONS AND CAREER AWARENESS. (PM)

VT 019 011
HOPPOCK, ROBERT
OCCUPATIONAL INFORMATION: WHERE TO GET IT AND HOW TO USE IT IN COUNSELING AND TEACHING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1996-07859
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 67 598P. PMM COLLECTION; 3RD EDITION.

DESCRIPTORS - CAREER EDUCATION; *COUNSELING; *STAFF IMPROVEMENT; BIBLIOGRAPHIES; *OCCUPATIONAL INFORMATION; *OCCUPATIONS; GUIDANCE; *INFORMATION SOURCES; VOCATIONAL COUNSELING

ABSTRACT - THIS TEXTBOOK IS DESIGNED FOR USE IN THE EDUCATION OF COUNSELORS, TEACHERS, PSYCHOLOGISTS, REHABILITATION OFFICERS, SCHOOL AND COLLEGE ADMINISTRATORS, SOCIAL WORKERS, EMPLOYMENT INTERVIEWERS, PERSONNEL DIRECTORS, LIBRARIANS, PARENTS, CLERGYMEN, PSYCHIATRISTS, AND OTHERS WHOSE JOBS INVOLVE HELPING PEOPLE TO DECIDE WHAT THEY WILL DO TO EARN A LIVING. EXAMPLES OF THE 25 CHAPTER HEADINGS INCLUDE: (1) WHY STUDY OCCUPATIONS, (2) A COMPOSITE THEORY FOR COUNSELORS, (3) THE TEACHING OF OCCUPATIONS, AND (4) SUGGESTIONS FOR BEGINNERS. APPENDIXES INCLUDE SUCH ITEMS AS PRINCIPAL PUBLISHERS OF OCCUPATIONAL PAMPHLETS, DEMONSTRATION PRACTICE JOB INTERVIEW, AND A BIBLIOGRAPHY. (PM)

VT 019 012
CHANDLER, CAROLINE A.;KEMPF, SHARON H.
NURSING AS A CAREER.

DOCUMENT NOT AVAILABLE FROM EDRS.
7103-09061
DODD, MEAD & COMPANY, 79 MADISON AVE., NEW YORK, NY 10016 ($3.75)
PUB DATE - 70 157P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; SECONDARY GRADES; *HEALTH OCCUPATIONS; HEALTH; *HEALTH

PERSONNEL; *NURSES; *NURSES AIDES; BIBLIOGRAPHIES; INDEPENDENT STUDY
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS TEXT, WRITTEN BY A DOCTOR AND NURSE, DISCUSSES THE POSSIBLE PREPARATORY TRYOUTS FOR HIGH SCHOOL STUDENTS INTERESTED IN NURSING, THROUGH SERVING AS A VOLUNTEER, A CANDY STRIPER, OR A NURSES AIDE. THE VARIOUS TRAINING COURSES AVAILABLE TO YOUNG MEN AND WOMEN LEADING TO AN R.N. DEGREE ARE DESCRIBED. TRUE EXPERIENCE, OF NURSING IN ALL TYPES OF SPECIALTIES, FROM SURGICAL TO PEDIATRICS NURSING, AND IN VARIED LOCATIONS, BRING ALIVE THE GENERAL BASIC INFORMATION, ENDING WITH THE VALUABLE "MUSINGS" OF A GROUP OF NURSES TEN YEAR AFTER THEIR NURSING EDUCATION. THIS BOOK, DESIGNED FOR STUDENTS IN GRADES 9-12, IS SPECIAL IN ITS FIELD, IN THAT IT STRESSES THE HUMAN RELATIONSHIP BETWEEN A NURSE AND HER PATIENT AND THE PATIENT'S FAMILY. (PM)

VT 019 014
MISENHIMER, TED G.
AEROSCIENCE.

AERO PRODUCTS RESEARCH, INC., CULVER CITY, CALIF. DEPT. OF AVIATION EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
6014-09333
AERO PRODUCTS RESEARCH, INC., 11811 TEALE STREET, CULVER CITY, CA.
PUB DATE - 70 798P. PMM COLLECTION

DESCRIPTORS - CAREER OPPORTUNITIES; INDEPENDENT STUDY; *SUPPLEMENTARY READING MATERIALS; *AEROSPACE EDUCATION; *AEROSPACE TECHNOLOGY; AVIATION TECHNOLOGY; AIRCRAFT PILOTS; SPACE SCIENCES; SECONDARY GRADES; *AVIATION VOCABULARY; CAREER EDUCATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS TEXT, WRITTEN FOR GRADES 11, 12, 13, AND 14, ILLUSTRATES THE REQUISITES FOR A SUCCESSFUL AEROSCIENCE PROGRAM. IT CAN BE ADAPTED TO A SEMESTER OR A FULL YEAR PROGRAM, OR USED AS SUPPLEMENTARY REFERENCE MATERIAL. IT WILL PREPARE STUDENTS FOR THE FAA PRIVATE PILOT WRITTEN EXAMINATION THROUGH ITS BROAD AND INTENSIVE COVERAGE OF BASIC AERONAUTICS, METEOROLOGY, NAVIGATION, FLIGHT RULES, HIGH SPEED AERODYNAMICS, FLIGHT PHYSIOLOGY AND SPACE FLIGHT. CHARTS, ILLUSTRATIONS, PHOTOGRAPHS AND A FLIGHT MAP OF SOUTHERN CALIFORNIA ARE INCLUDED. (PM)

VT 019 015
COOKE, DAVID C.
HOW AUTOMOBILES ARE MADE.

DOCUMENT NOT AVAILABLE FROM EDRS.
7103-09051
DODD, MEAD, & COMPANY, 79 MADISON AVE., NEW YORK, NY 10016 ($3.95)
PUB DATE - 72 64P. PMM COLLECTION; REVISED EDITION.

DESCRIPTORS - CAREER EDUCATION; *RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; INDUSTRIAL EDUCATION; ELEMENTARY GRADES; SECONDARY GRADES; INDEPENDENT READING; ILLUSTRATIONS; *MOTOR VEHICLES; INDUSTRIAL ARTS; *ASSEMBLY (MANUFACTURING); *MASS PRODUCTION; ENGINEERS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK, DIRECTED TO STUDENTS OF GRADES 6,7,8, AND 9, OUTLINES THE STEPS IN THE MAKING OF A NEW CAR. THE AUTHOR SHOWS FIRST THE WORK OF ENGINEERS AND DESIGNERS IN PRODUCING A MODEL. THEN THE REAL CAR BEGINS TO TAKE SHAPE, MOVING ALONG THE PRODUCTION LINE WITH SOMETHING NEW BEING ADDED STEP BY STEP. EVERY TIME THE CAR MOVES ALONG THE PRODUCTION LINE, THE AUTHOR EXPLAINS WHAT IS HAPPENING AND SHOWS PHOTOGRAPHS OF EACH STEP, UNTIL THE FINISHED AUTOMOBILE IS READY FOR THE ROAD. (PM)

VT 019 016
WHITFIELD, EDWIN A.;HOOVER, RICHARD
GUIDE TO CAREERS THROUGH VOCATIONAL TRAINING.

DOCUMENT NOT AVAILABLE FROM EDRS.
6022-09520
ROBERT R. KNAPP PUBLISHING CO., BOX 7234, SAN DIEGO, CA 92107 ($5.95)
PUB DATE - 68 312P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *VOCATIONAL COUNSELING; *INDEPENDENT STUDY; *SUPPLEMENTARY READING MATERIALS; SECONDARY GRADES; CAREERS; GUIDANCE; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - DESIGNED FOR GRADES 11-12, THIS HANDBOOK DESCRIBES 145 VOCATIONS FOR THE STUDENT NOT PLANNING A COLLEGE CAREER, WHO SEEKS WORK IN AN OCCUPATION IN WHICH EARLY ENTRY CAN BE MADE WITH A BRIEF PERIOD OF SPECIFIC VOCATIONAL TRAINING. BRIEF DESCRIPTIONS, REQUIREMENTS, OPPORTUNITIES, DUTIES AND SOURCES OF FURTHER INFORMATION ARE GIVEN FOR EACH OCCUPATION. (PM)

VT 019 535 ED(SEE JUL '73 RIE)
BUILDING MATERIALS TECHNOLOGY AND SELLING, A DISTRIBUTIVE EDUCATION MANUAL AND ANSWER BOOK.

TEXAS UNIV., AUSTIN. DIV. OF EXTENSION. LUMBERMEN'S ASSOCIATION OF TEXAS, AUSTIN.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (MANUAL $21.95; ANSWER BOOK $3.95)
PUB DATE - 72 608P.

DESCRIPTORS - *MANUALS; ANSWER KEYS; GLOSSARIES; BEHAVIORAL OBJECTIVES; MARKETING; *DISTRIBUTIVE EDUCATION; SECONDARY GRADES; OCCUPATIONAL INFORMATION; *CONSTRUCTION INDUSTRY; BUILDING TRADES; ON THE JOB TRAINING; *INDUSTRIAL TECHNOLOGY; *BUILDING MATERIALS; STUDENT PROJECTS; TEACHING PROCEDURES; VISUAL AIDS

ABSTRACT - THIS MANUAL ON CURRENT BUILDING MATERIALS TECHNOLOGY AND SELLING, TOGETHER WITH A SEPARATE ANSWER KEY FOR THE SELF-STUDY ASSIGNMENTS, CONTAINS DETAILED PRODUCT INFORMATION PURCHASED FROM THE RETAIL LUMBER

DEALERS FOUNDATION OF ROCHESTER, NEW YORK, TEACHING GUIDELINES, BEHAVIORAL OBJECTIVES, AND OCCUPATIONAL INFORMATION. DEVELOPED BY MEANS OF A GRANT-IN-AID FOR A RESEARCH PROJECT, THIS MANUAL IS INTENDED FOR ON-THE-JOB TRAINING OF DISTRIBUTIVE EDUCATION STUDENTS, THE BUILDING MATERIALS EMPLOYEE, AND FOR PROFESSIONAL BUILDING MATERIALS AND HOME IMPROVEMENT SALESMEN. A WIDE RANGE OF STUDY ASSIGNMENTS, INTENDED FOR USE WITH A RELATED DOCUMENT ON HOME IMPROVEMENT SELLING (AVAILABLE AS VT 019 536 IN THIS ISSUE), INCLUDES QUESTIONS FOR STUDENTS, STUDENT PROJECTS, AND LISTS OF REQUIRED REFERENCES. SEVERAL VISUAL AIDS ILLUSTRATE THE TEXT, WHICH WITH THE ANSWER KEY, IS 3-HOLE PUNCHED FOR EASY INSERTION OR REMOVAL OF PAGES. COVERING SUBJECTS RANGING FROM LUMBER TO CEMENT, EACH TOPICAL UNIT INCLUDES TERM DEFINITIONS AND WORKSHEETS. (AG)

VT 019 536 ED(SEE JUL '73 RIE)
BATIS, HARRY P.
HOME IMPROVEMENT SELLING, A DISTRIBUTIVE EDUCATION MANUAL AND ANSWER BOOK.

TEXAS UNIV., AUSTIN. DIV. OF EXTENSION.
NATIONAL HOME IMPROVEMENT COUNCIL, INC., NEW YORK, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (MANUAL $11.50; ANSWER BOOK $2.00)
PUB DATE - 72 335P.

DESCRIPTORS - BUSINESS EDUCATION; *MANUALS; ANSWER KEYS; GLOSSARIES; BEHAVIORAL OBJECTIVES; *DISTRIBUTIVE EDUCATION; MARKETING; SECONDARY GRADES; POST SECONDARY EDUCATION; BIBLIOGRAPHIES; STUDENT PROJECTS; *HOUSING INDUSTRY; VISUAL AIDS; *BUILDING IMPROVEMENT; FACILITY EXPANSION; VOCATIONAL DEVELOPMENT; *INDUSTRIAL TRAINING
IDENTIFIERS - *HOME IMPROVEMENT

ABSTRACT - THIS DISTRIBUTIVE EDUCATION MANUAL ON HOME IMPROVEMENT SELLING, TOGETHER WITH A SEPARATE ANSWER KEY FOR STUDY QUESTIONS INCLUDED IN EACH OF THE 24 CHAPTERS, CONTAINS DETAILED INSTRUCTIONAL UNITS WITH PROJECT ASSIGNMENTS, BEHAVIORAL OBJECTIVES, TEACHING GUIDELINES, A GLOSSARY, AND A BIBLIOGRAPHY. DEVELOPED BY MEMBERS OF THE NATIONAL HOME IMPROVEMENT COUNCIL AS PART OF A WHOLESALE SELLING AND MANAGEMENT PROJECT, THIS MANUAL IS INTENDED FOR USE IN TRAINING DISTRIBUTIVE EDUCATION AND MARKETING STUDENTS AT THE HIGH SCHOOL AND COMMUNITY COLLEGE LEVELS AS WELL AS IN TRAINING NEW AND EXPERIENCED SALESMEN. A WIDE RANGE OF VISUAL AIDS ILLUSTRATES THE TEXT, WHICH, WITH THE ANSWER BOOK, IS 3-HOLE PUNCHED FOR EASY INSERTION OR REMOVAL OF PAGES. COVERING SUBJECTS RANGING FROM CUSTOMER BEHAVIOR TO COST ESTIMATING, THIS DOCUMENT IS RELATED TO A MANUAL ON BUILDING MATERIALS TECHNOLOGY AND SELLING, AVAILABLE AS VT 019 535 IN THIS ISSUE. (AG)

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